



State of Illinois  
Illinois Department of  
Commerce and Economic Opportunity

# Affirmative Action Plan

## Fiscal Year 2015

*DCEO is an Equal Opportunity Employer*

*Presented to the Illinois Department of Human Rights*



**State of Illinois**  
Illinois Department of  
Commerce and Economic Opportunity

# Affirmative Action Plan

## Fiscal Year 2015

September 2014

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Illinois Department of Human Rights*





# Affirmative Action Plan

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**Illinois  
Department of Commerce  
& Economic Opportunity**

Pat Quinn, Governor

# SECTION 1

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## INTRODUCTION

The Illinois Department of Commerce and Economic Opportunity's (DCEO) Affirmative Action Plan serves as a guide to the agency's equal opportunity program. The component parts demonstrate how well the agency performed toward meeting its hiring and nondiscrimination objectives of the past fiscal year, and provides a blueprint demonstrating how the agency plans to proceed in regards to providing reasonable accommodations and utilizing the talents of minorities, women, physically challenged persons and veterans.

The Affirmative Action Plan was developed to meet (satisfy) the guidelines of the Illinois Department of Human Rights and the parameters and mandates of the various federal funding agencies whose programs the agency administers on a statewide basis.

The Affirmative Action Plan was developed with the intent that it would be used by management staff in their effort to keep the agency in compliance with all state and federal civil rights regulations and mandates.

The goals and objectives stated herein will be vigorously and actively pursued by the Agency-wide Equal Opportunity Compliance Manager and management staff to provide maximum accessibility to minorities, protected class individuals, physically challenged persons and veterans to hiring and upward mobility programs.

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION PROGRAM  
CERTIFICATION**

NAME OF AGENCY The Illinois Department of Commerce and Economic Opportunity

ADDRESS 500 East Monroe, Springfield, Illinois 62701-1643

TELEPHONE NUMBER (217) 524-2997

AGENCY DIRECTOR Adam Pollet

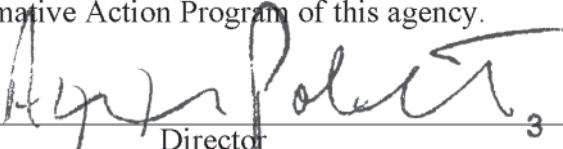
AGENCY-WIDE EO MANAGER Victoria Dawn Benn

FAN OPTION ☒ Option I ☐ Option II

ATTACHMENTS (Please check and attach)

- ☒ Availability Study Support Data
- ☒ EEO/AAP Policy Statement signed by Agency Director
- ☒ Organization Chart(s)
- ☒ Grouping of Job Titles by Approved EEO Job Categories
- ☒ ISL-710 Legislative Annual Report
- ☒ Other Relevant Documents

This is to certify that the attached document represents the Equal Employment Opportunity/Affirmative Action Program of this agency.

Signature  Date 10 24 14  
Director

Signature  Date 9-2-14  
Agency-wide EO Compliance Manager

## DIRECTOR'S EEO/AA POLICY STATEMENT

I am committed to achieving full and effective utilization of qualified persons in the state regardless of race, color, religion, sex, sexual orientation, age, physical or mental disability, marital status, ancestry, national origin, order of protection status, military status or political affiliation. The department is committed to taking affirmative action to correct underutilization of minorities, females and the disabled at all levels of employment. The department further declares and reaffirms full compliance with all provisions of Federal and state rules, regulations, ordinances, laws and executive orders covering equal opportunity.

It is the department's policy to make all decisions regarding recruitment, hiring, promotions, other personnel practices, contract or grant awards without discrimination based upon race, color, religion, sex, sexual orientation, age, physical or mental disability, marital status, ancestry, national origin, military status, political affiliation or other factors which cannot be lawfully used as the basis for an employment, contract or grant decision.

This departmental policy extends to all activities and programs which are conducted statewide by other agencies, institutions, organizations or political subdivisions where service and/or financial assistance are made available by the department through contracts or other arrangements using Federal or state funds.

The designated Agency-Wide Equal Opportunity Compliance Manager has full responsibility and authority to direct and implement the department's Equal Opportunity/Affirmative Action Program. The Agency-wide EO Compliance Manager will monitor application of all mandates from Federal and state enforcement entities to businesses receiving funds from the agency.

All managers and supervisors are expected to support and implement Equal Opportunity goals and timelines, and to request advice, guidance and assistance from the Agency-wide Equal Opportunity Compliance Manager, whenever necessary.



Adam Pollet, Director  
Illinois Department of Commerce and Economic Opportunity

10 24 14  
Date

Department of Commerce and Economic Opportunity  
Policy Statement

- A. The Illinois Department of Commerce and Economic Opportunity (hereinafter referred to as the department) declares and reaffirms a policy of equal employment opportunity for all citizens. The department further declares and reaffirms full compliance with all provisions of state and Federal rules, regulations, ordinances, laws and executive orders covering equal employment opportunity.
- B. It is the department's policy to make all decisions regarding recruitment, hiring, promotions, and other terms and conditions of employment without discrimination based on race, color, creed, religion, sex, sexual orientation, national origin, age, physical or mental disability, or other factors which cannot be lawfully used as the basis for an employment decision.
- C. This departmental policy extends to all activities in programs which are conducted by other agencies, institutions, organizations or political subdivisions where financial assistance is made available by the department through contracts or other arrangements using state or Federal funds.
- D. All management and supervisory personnel shall ensure that areas of discretionary judgment provided under the Illinois Civil Services rules will not be used to circumvent the department's policy regarding equal employment opportunity.
- E. To implement this program of equal employment opportunity and affirmative action, it must be fully understood by all administrative, managerial and supervisory personnel, all other employees and the communities where department facilities are located.
- F. The basic philosophy of the department's Equal Opportunity/ Affirmative Action Program is clear: discrimination based on race, color, sex, sexual orientation, religion, ancestry, military status, political affiliation, national origin, age, marital status, or as a result of a physical or mental disability is against the law.
- G. The policy to provide reasonable accommodations to persons with physical or mental limitations is an effort to fully utilize the talents of persons who can make a contribution toward assisting the department accomplish its mission.
- H. The purpose of the Plan is to immediately proceed in a systematic manner to eliminate any artificial barriers to equal employment and promotion within the department.
- I. Through the policies and programs set forth in this Plan, the department undertakes to comply fully with state and Federal laws relating to Equal Opportunity and Nondiscrimination compliance in public service.

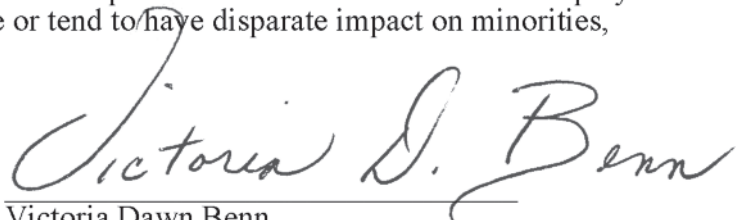
## RESPONSIBILITY FOR EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION IMPLEMENTATION

The ultimate responsibility for achieving equal employment opportunity within the department is through its Affirmative Action Plan and otherwise rests with the Director of the department both under the law and the principles of sound public administration; however, the Director has designated an Agency-wide Equal Opportunity Compliance Manager. The following are the duties of the Agency-wide EO Compliance Manager:

1. To develop the agency's affirmative action plan, goals and objectives;
2. To assist in identifying and solving EEO problems;
3. To design and implement internal audits and reporting systems for measuring the effectiveness of agency programs indicating need for remedial action, and determining the degree to which the agency's goals and objectives have been attained;
4. To serve as liaison between the agency and EEO enforcement authorities;
5. To serve as liaison between the agency minorities, women and disability organizations;
6. To inform management of developments in the EEO field;
7. To assist in the evaluation of employees and job applicants so that minorities, women and disabled persons are given equal employment opportunity;
8. To regularly confer with managers, supervisors and employees to assure that the agency's EEO policies are observed;
9. To advise managers and supervisors if employment practices comply with the Act;
10. To report to the Department all internal and external complaints of discrimination against the agency;
11. To assist in the investigation of internal and external complaints of discrimination as specified in Section 2520.790 (a & b) of these regulations;
12. At the request of the agency's Director, to direct agency staff in taking appropriate action to correct discriminatory practices identified by the Department and report to the Director on the progress of actions taken;
13. In conjunction with the filing of quarterly reports, to submit recommendations to the Chief Executive Officer and the Department for improvements to the agency's Affirmative Action Plan;



14. If the agency is in noncompliance, as described in Section 2520.795 ( c ) (2), the agency shall work with Central Management Services to develop training programs for the preparation and promotion of the affirmative action group affected by the failure;
15. Reporting on and/or analyzing workforce analysis reports [2520.770 (a)], position vacancies [2520.770 (b)], quarterly reports [2520.770 (c)], federal compliance reports [2520.770 (d)], orders and settlements [2520.770 ( e )], layoff reports [2520.770 (f)], reorganization reports [2520.770 (g)], hiring and promotion compliance monitors [2520.770 (h)], and exit questionnaires [2520.770 (i)];
16. Evaluating tests, employment policies and practices and reporting to the agency director any such policies, practices and evaluation mechanisms that have adverse impact on minorities, women and the disabled. The Agency-wide EO Compliance Manager will also assist in the recruitment of minorities, women and people with disabilities; and
17. Provide counseling for any aggrieved employee or applicant for employment who believes that he or she has been discriminated against because of including but not limited to race, color, religion, sex, sexual orientation, national origin/ancestry, age, marital status, arrest record, military status, including veteran status, unfavorable discharge from military service, citizenship status and disability.
18. Review annual affirmative action plans, monitoring reports (when DCEO grant managers identify significant EO problems), and service patterns of DCEO grantees for compliance with state and Federal EO/AA rules and regulations. Provide corrective action measures when necessary.
19. Immediately notify the Director and the department when unable to resolve employment practices or conditions which have or tend to have disparate impact on minorities, women, the disabled or veterans.



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Agency-wide EO Compliance Manager  
Illinois Department of Commerce and  
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TDD only – 711 or 800-526-0844  
Voice - 711 or 800-526-0857  
Victoria.Benn@illinois.gov

## METHODS OF DISSEMINATING THE AFFIRMATIVE ACTION POLICY AND PLAN

### **Internal**

1. The Agency-wide EO Compliance Manager will post the Affirmative Action Policy on all DCEO bulletin boards and on the DCEO Portal available to all DCEO employees.
2. The AA Policy will be included in the DCEO Employee Handbook which is also posted on the Portal.
3. The Agency-wide EO Compliance Manager will provide a copy of the Affirmative Action Plan to the following DCEO staff: Director, Assistant Director, Senior Policy Advisors to the Director, Chief of Staff, Chief Operating Officer, General Counsel, Office Deputy Directors and subsequent division managers.
4. All DCEO staff will be notified that a copy of the Affirmative Action Plan is available upon request.

### **External**

1. The Agency-wide EO Compliance Manager will provide the State Library with two (2) copies and an electronic version of the Affirmative Action Plan. The copies will be sent to the Illinois State Library acquisitions Division, Illinois Document Division (Title 23, Part 3020, Ch1, Subpart A, Section 3020.110).
2. The AA Plan will be available to all state and federal agencies as well as all interested recruitment sources including but not limited to Illinois colleges and universities, Illinois Association of Hispanic State Employees (IAHSE), Illinois Association of Minorities in Government (IAMG), CMS Diversity Enrichment Program, Governor's Senior Policy Advisor/Director of Asian-American Outreach, Springfield/Chicago Urban League, CMS SD Opportunities Program, Springfield/Chicago NAACP, IETC's and various other sources.

DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY

Director:	Adam Pollet
Assistant Director:	Vacant
Senior Policy Advisor to the Director:	Ellen McCurdy
General Counsel/Acting Chief of Staff:	Charles Biggam
Chief Operating Officer:	Emily Monk
Acting Deputy Director of EOMC:	Andre' Ashmore, J.D.

Agency Profile

**Agency Mission**

The Department of Commerce and Economic Opportunity (DCEO) mission is to raise Illinois' profile as a premier global business destination and to provide a foundation for the economic prosperity of all Illinoisans, through the coordination of business recruitment and retention, infrastructure building and job training efforts, and administration of state and federal grant programs.

**Strategic Priorities**

- Facilitate the private sector's creation and retention of jobs.
- Market Illinois for new business and the film industry
- Attract domestic and international tourists
- Reduce economic disparities in job preparation and distressed communities
- Expand opportunities for small businesses

DCEO was created October 1, 1979, merging the departments of Local Government Affairs, the Governor's Office of Manpower and Human Development, and the Department of Business and Economic Development in order to consolidate their economic and community development programs and to increase the effectiveness of the state in industrial and community development.

On July 1, 1995 the Coal Development and Marketing, Recycling and Waste Reduction, and Energy Conservation and Alternative Energy programs were transferred from the former Department of Energy and Natural Resources (ENR) to DCEO.

On August 1, 2000 the Job Training Partnership Act (JTPA) Division transferred from DCEO to the Illinois Department of Employment Security (IDES). And in June, 2003 the Workforce Investment Act (WIA) Division, formerly known as JTPA Division, returned to DCEO under the Bureau of Workforce Development.

On June 30, 2004 the Low Income Home Energy Assistance Program staff and the Illinois Home Weatherization Assistance Program staff transferred from DCEO to the Illinois Department of Public Aid (IDPA). During fiscal year 2009 the Office of Energy Assistance returned to DCEO.

Effective July 1, 2011 the DCEO Office of Occupational Safety & Health Administration (OSHA) transferred from DCEO to the Illinois Department of Labor (IDOL).

Effective July 1, 2013, the DCEO Office of Community Development/Community Assistance Division in Marion, Illinois who administered the Section 8 Housing Choice Voucher Program was removed from DCEO and transferred to the U.S. Department of Housing and Urban Development (HUD). DCEO staff who administered that program were notified in a timely manner and either chose to be laid off or the Department was able to find other alternative means of employment for those employees affected by this change.

### **EEO/AA Challenges**

The Department is underutilized in the Officials/Administrators and Professional EEO job categories, specifically in Region 1/ Cook County. The majority of positions in the Professional category is in the bargaining unit and therefore must be posted and filled in accordance to the AFSCME Master Contract agreement. This severely impedes the Department in promoting internal candidates and hiring new candidates from the CMS eligible list. Absolute Veteran's preference is another factor that may impede our ability to recruit and hire a highly qualified minority in underutilized categories. In addition, the number of staff and vacancies in the Professional category in Region 1 is limited.

The Department will continue to identify highly qualified Women, Black or African American, Hispanic or Latino, Asian, American Indian or Alaska Native, Native Hawaiian or Other Pacific Islanders, veterans and disabled applicants within Officials/Administrators and Professional EEO job categories as they become vacant based on attrition and when new positions are authorized and appropriated.

The Department will work in conjunction with the Illinois Department of Human Rights, CMS Diversity Enrichment Program staff, statewide colleges and universities, advocacy groups, minority professional associations, community-based organizations, veterans outreach organizations, churches and local unions to identify well-qualified Women, Black or African American, Hispanic or Latino, Asian, American Indian or Alaska Native, Native Hawaiian or Other Pacific Islanders, veterans and the disabled who may qualify for Officials/Administrators and Professional positions when they occur.

September, 2014

State of Illinois  
Department of Commerce and Economic Opportunity  
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		Fax:	309/676-5703

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**State of Illinois South Asia Office**

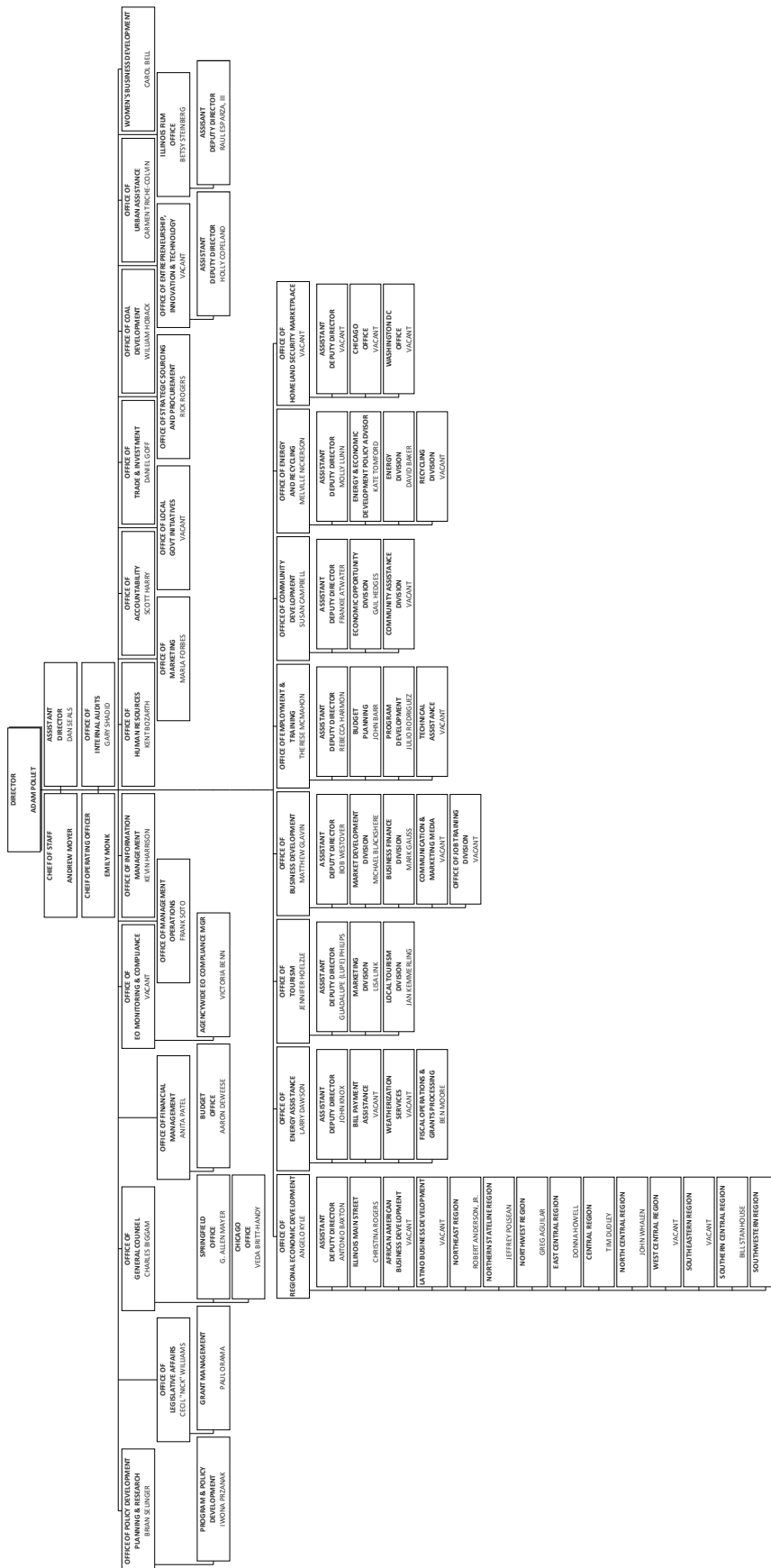
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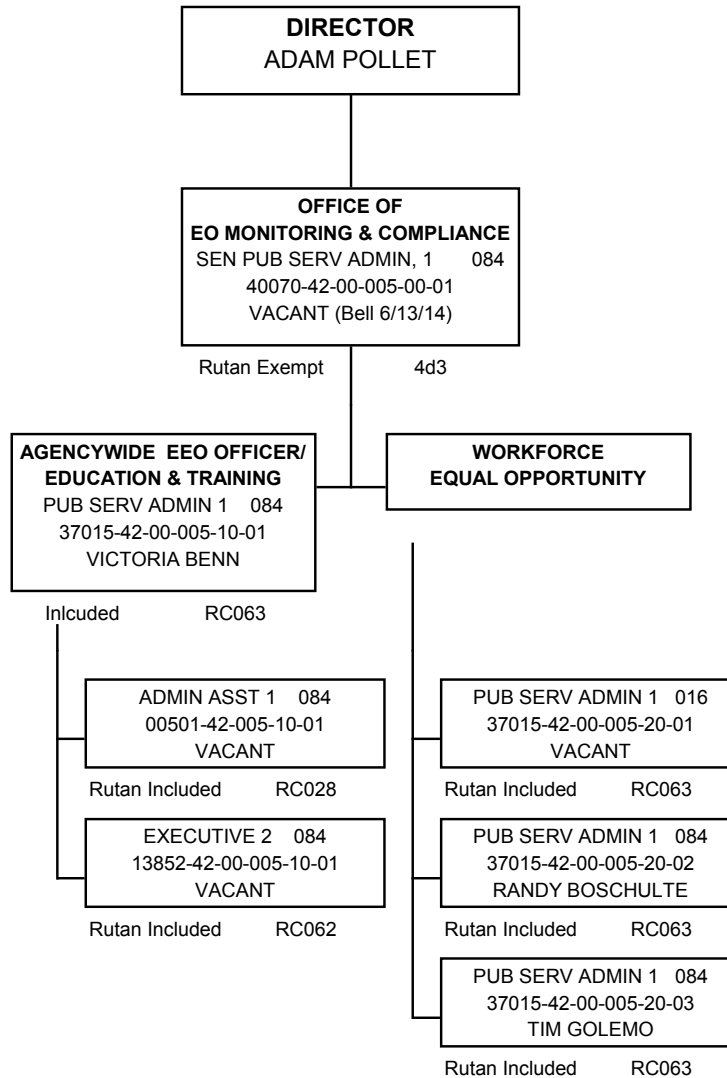




**DIRECTOR'S OFFICE  
OFFICE OF EO MONITORING & COMPLIANCE**

0003

Current Date 8/20/2014



**EXEMPT :** Exempt from Rutan, Not Exempt from Code  
**INCLUDED:** Included in Rutan

**DCEO POSITION TITLES**

**(001) OFFICIALS/ADMINISTRATORS**

Officials/Administrators	Foreign Service Economic Development Executive I, II
Officials/Administrators	Public Service Administrator- Options 1, 2, 3, 4, 8C and 8L
Officials/Administrators	Senior Public Service Administrator - Options 1, 2, 3, 4, and 8L

**(002) PROFESSIONAL**

Professional	Accountant
Professional	Accountant Advanced
Professional	Accountant Supervisor
Professional	Administrative Assistant I, II
Professional	Civil Engineer III
Professional	Community Planner I, II, III
Professional	Economic Development Rep. I, II
Professional	Energy & Natural Resources Specialist I, II, III
Professional	Executive I, II
Professional	Human Resources Representative
Professional	Human Resources Specialist
Professional	Human Services Grants Coordinator I, II, III
Professional	Human Services Grants Coordinator Trainee
Professional	Industrial & Community Dev. Rep. I, II
Professional	Industrial Services Consultant I, II
Professional	Industrial Services Hygienist
Professional	Information Systems Analyst I, II, III
Professional	Information Services Specialist I, II
Professional	Information Services Intern
Professional	International Marketing Rep. I
Professional	Local Housing Advisor II, III
Professional	Local Revenue & Fiscal Advisor I, II III
Professional	Management Operations Analyst II
Professional	Management Systems Specialist
Professional	Manpower Planner I, II, III, Trainee
Professional	Methods and Procedures Advisor I, II, III
Professional	Mechanical Engineer II, III
Professional	Public Administration Intern
Professional	Weatherization Specialist I, II, III, Trainee

**(003) TECHNICIAN**

Technician	Account Technician I, II
Technician	Accountant Technician Trainee

**(005) PARA-PROFESSIONAL**

Para/Professional	Executive Secretary I, II, III
Para/Professional	Office Coordinator, Opt. 2
Para/Professional	Office Administrator III, IV
Para/Professional	Office Secretary II
Para/Professional	Office Specialist, Opt.2
Para/Professional	Private Secretary I, II
Para/Professional	Student Worker

**(006) OFFICE/CLERICAL**

Office/Clerical	Office Assistant, Opt. 2, Opt. 5
Para/Professional	Office Associate, Opt. 2

**(007) SKILLED CRAFT**

Service/Maintenance	Storekeeper I
---------------------	---------------



**Illinois  
Department of Commerce  
& Economic Opportunity**

Pat Quinn, Governor

## SECTION 2

---

[www.ildceo.net](http://www.ildceo.net)

---

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618/997-4394 • TDD: 800/785-6055

### INTERNAL WORKFORCE ANALYSIS

The Department's internal workforce analysis shown on the following pages has been broken down according to the office facilities located in the following counties (i.e., Sangamon, Cook, and Williamson) as well as our Regional Economic Development (e.g. Team RED) Offices comprised of four or less employees situated in the counties of Adams, Champaign, DuPage, Fulton, Knox, McLean, Madison, McDonough, Mercer, Peoria, Rock Island, Saline, St. Clair and Winnebago. All workforce analysis data is based on quarterly Equal Employment Opportunity (EEO) reports generated during FY14.

The Illinois Department of Commerce and Economic Opportunity (DCEO) had a total number of three-hundred and fifty-nine employees during the reporting period ending June 30, 2014. The workforce analysis with a breakdown by race, ethnicity, national origin and sex is as follows:

<u>MALE</u>	<u>TOTAL</u>	<u>% OF TOTAL</u>	<u>FEMALE</u>	<u>TOTAL</u>	<u>% OF TOTAL</u>
White	146	40.1	White	138	38.4
Black/ African-American	23	6.4	Black/ African-American	25	7.1
Hispanic/Latino	11	3.1	Hispanic/Latino	9	2.5
Asian	5	1.4	Asian	2	1.0
American Indian/ Alaska Native	0	0.0	American Indian/ Alaska Native	0	0.0
Native Hawaiian/ Other Pacific Islander	<u>0</u>	<u>0.0</u>	Native Hawaiian/ Other Pacific Islander	<u>0</u>	<u>0.0</u>
Total	185	51.0	Total	174	49.0

Total Employees: 359

Note: DCEO's actual workforce totals 362 employees which includes three (3) "Out of Country" staff members. (e.g. 1-WM/OA w/a declared disability; 1-HM/OA; 1-AM/OA)

#### A. Official Managers

The Illinois Department of Commerce and Economic Opportunity employed 154 persons in the Officials/Administrators EEO job category representing 42.9 percent of the Department's workforce. There were 87 male Officials/Administrators (67 non-minorities and 20 minority) and 52 non-minority and 15 minority Women employees in the Officials/Administrators EEO job category.

INTERNAL WORKFORCE ANALYSIS  
Continued

B. Professionals

At the end of FY14, there were 187 employees in the Professional EEO job category representing 52.1 percent of the Department's workforce. There were 92 male professionals (74 non-minorities and 18 minorities) and 95 Women Professionals (79 non-minorities and 16 minorities).

C. Technicians

At the end of FY14, there were two positions or 1.0 percent of the DCEO staff represented in the Technical EEO job category. Both employees are well-qualified non-minority Males.

D. Para-Professionals

There were 11 employees, 3.1 percent of the DCEO workforce, in the Para-Professional EEO job category at the end of FY14. There are two male Para-professionals (2 non-minority) 9 Women Para-professionals (5 non-minority and 4 minority).

Office/Clerical

- E. There were 3 individuals or 1.0 percent of the DCEO workforce represented in Office/Clerical positions at the end of FY14. There is one minority male Office/Clerical along with 2 Women (1 non-minority and 1 minority) in the Office/Clerical EEO job category.

F. Skilled Craft

At the end of FY14, there was only one position or 0.3 percent of the DCEO staff represented in the Skilled Craft EEO job category. That employee is a well-qualified non-minority Woman.

G. Service/Maintenance

There was only one employee or 0.3 percent of the DCEO workforce represented in the Service/Maintenance EEO job category. That position is occupied by a non-minority male.

H. Protective Service

The Department of Commerce and Economic Opportunity (DCEO) does not utilize this particular EEO job category.

# Summary of Workforce Analysis by Region

Agency: Department of Commerce and Economic Opportunity (DCEO)

Reporting Period: FY14 4th Qtr. - April, May, June, 2014

Grand Total

EEO Category	Grand Total	MALES										FEMALES										PERCENTAGES									
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	D	Total	W	B/AA	H/L	A	AI/AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D					
Officials / Administrators	154	87	67	10	8	2	0	0	5	67	52	9	4	2	0	0	2	56.49%	43.51%	77.27%	12.34%	7.79%	2.60%	0.00%	0.00%	4.55%					
Professionals	187	92	74	13	2	3	0	0	10	95	79	13	3	0	0	8	49.20%	50.80%	81.82%	13.90%	2.67%	1.60%	0.00%	0.00%	9.63%						
Technicians	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%						
Protective Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%						
Para-professionals	11	2	2	0	0	0	0	0	0	9	5	2	2	0	0	1	18.18%	81.82%	63.64%	18.18%	18.18%	0.00%	0.00%	0.00%	9.09%						
Office / Clerical	3	1	0	0	1	0	0	0	0	2	1	1	0	0	0	1	33.33%	66.67%	33.33%	33.33%	33.33%	0.00%	0.00%	0.00%	33.33%						
Skilled Craft	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%						
Service / Maintenance	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%						
TOTAL	359	185	146	23	11	5	0	0	15	174	138	25	9	2	0	12	51.53%	48.47%	79.11%	13.37%	5.57%	1.95%	0.00%	0.00%	7.52%						

Grand Total Employees:		Males:	185	Females:	174	Total Minorities:	75		
			51.53%		48.47%		20.89%		
White:	284	Black/African American:	48	Hispanic/Latino:	20	Asian:	7	Disabled:	27
	79.11%		13.37%		5.57%		1.95%		7.52%
						AI/AN:	0	NHOPI:	0
							0.00%		0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled  
DHR-9 (Rev. Feb. 2012)

Note: DCEO's actual workforce totals 362 employees which includes three (3) "Out of Country" staff members (e.g. 1-WM/OA w/a declared disability; 1-HM/OA and 1-AM/OA).

Reporting Period: FY14 4th Qtr. - April, May, June, 2014

Region: 1

EEO Category	Grand Total	MALES										FEMALES										PERCENTAGES																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
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Officials / Administrators	66	34	20	7	5	2	0	0	2	32	19	8	4	1	0	0	1	51.52%	48.48%	59.09%	22.73%	13.64%	4.55%	0.00%	0.00%	4.55%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.

Grand Total Employees for Region 1:		Males:	Females:	Total Minorities:
White:	62 53.91%	37 32.17%	59 51.30%	53 46.09%
Black/African American:	37 32.17%	13 11.30%	Asian:	3 2.61%
Hispanic/Latino:	13 11.30%	0 0.00%	NHOPI:	0 0.00%
Disabled:	6 5.29%			

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled

DHR-9 (Rev. Feb. 2012)

## Workforce Analysis by Region

Agency: Department of Commerce and Economic Opportunity (DCEO)

Reporting Period: FY14 4th Qtr. - April, May, June, 2014

Region: 2

EEO Category	Grand Total	MALES							FEMALES							PERCENTAGES											
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	D	Total	W	B/AA	H/L	A	AI/AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NH OPI	D	
Officials / Administrators	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Professionals	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Protective Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Para-professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Office / Clerical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Service / Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
TOTAL	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	

Grand Total Employees for Region 2:			Males:		3		Females:		0		Total Minorities:		0	
					100.00%				0.00%				0.00%	
White:	3	100.00%	Black/African American:	0	0.00%	Hispanic/Latino:	0	0.00%	Asian:	0	0.00%	AI/AN:	0	0.00%
												NHOPI:	0	0.00%
													Disabled:	0
														0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NH OPI=Native Hawaiian or Other Pacific Islander D=Disabled  
 DHR-9 (Rev. Feb. 2012)



# Workforce Analysis by Region

Agency: Department of Commerce and Economic Opportunity (DCEO)

Reporting Period: FY14 4th Qtr. - April, May, June, 2014

Region: 3

EEO Category	Grand Total	MALES										FEMALES										PERCENTAGES																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
		Total					A/AN					Total					A/AN					M					F					W					B/AA					H/L					A					A/AN					NHOPI					D																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			

Grand Total Employees for Region 3:										Males: 4 100.00%		Females: 0 0.00%		Total Minorities: 2 50.00%			
White: 2 50.00%		Black/African American: 0 0.00%		Hispanic/Latino: 2 50.00%		Asian: 0 0.00%		A/AN: 0 0.00%		NHOPI: 0 0.00%		Disabled: 1 25.00%					

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian A/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled  
DHR-9 (Rev. Feb. 2012)

## Workforce Analysis by Region

Agency: Department of Commerce and Economic Opportunity (DCEO)

Reporting Period: FY14 4th Qtr. - April, May, June, 2014

Region: **4**

EEO Category	Grand Total	MALES										FEMALES										PERCENTAGES									
		Total					A I/ NH					A I/ NH					A I/ NH					A I/ NH									
		Total	W	B/AA	H/L	A	A I/ NH	OPI	D	Total	W	B/AA	H/L	A	A I/ NH	OPI	D	M	F	W	B/AA	H/L	A	A I/ NH	OPI	D					
Officials / Administrators	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%						
Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%						
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%						
Protective Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%						
Para-professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%						
Office / Clerical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%						
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%						
Service / Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%						
TOTAL	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%						

<b>Grand Total Employees for Region 4:</b>		Males: 1		Females: 0		Total Minorities: 0	
White: 100.00%	Black/African American: 0.00%	Hispanic/Latino: 0.00%	Asian: 0.00%	AI/AN: 0.00%	NHOPI: 0.00%	Disabled: 0.00%	

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled  
DHR-9 (Rev. Feb. 2012)

## Workforce Analysis by Region

Agency: Department of Commerce and Economic Opportunity (DCEO)

Reporting Period: FY14 4th Qtr. - April, May, June, 2014

Region: **5**

EEO Category	Grand Total	MALES										FEMALES										PERCENTAGES																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
		Total					A/AN					Total					A/AN					M					F					W					B/AA					H/L					A					A/AN					NH/OPI					D																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				

Grand Total Employees for Region 5:										Males: 1 100.00%										Females: 0 0.00%										Total Minorities: 0 0.00%																																							
White: 1 100.00%										Black/African American: 0 0.00%										Hispanic/Latino: 0 0.00%										Asian: 0 0.00%										A/AN: 0 0.00%										NHOPI: 0 0.00%										Disabled: 0 0.00%									

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian A/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled  
DHR-9 (Rev. Feb. 2012)

## Workforce Analysis by Region

Agency: Department of Commerce and Economic Opportunity (DCEO)

Reporting Period: FY14 4th Qtr. - April, May, June, 2014

Region: 6

EEO Category	Grand Total	MALES										FEMALES										PERCENTAGES																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
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<b>Grand Total Employees for Region 6:</b>		Males:		0		Females:		1		Total Minorities:		0	
White:	1	Black/African American:	0	Hispanic/Latino:	0	Asian:	0	A/AN:	0	NHOPI:	0	Disabled:	0
100.00%		0.00%		0.00%		0.00%		0.00%		0.00%		0.00%	

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian A/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled  
 DHR-9 (Rev. Feb. 2012)

## Workforce Analysis by Region

Agency: Department of Commerce and Economic Opportunity (DCEO)

Reporting Period: FY14 4th Qtr. - April, May, June, 2014

Region: 7

EEO Category	Grand Total	MALES										FEMALES										PERCENTAGES										
		Total					A I/ AN					H/L A					Total					A I/ AN					H/L A					
		W	B/AA	H/L	A	A I/ AN	D	W	B/AA	H/L	A	A I/ AN	D	W	B/AA	H/L	A	A I/ AN	D	W	B/AA	H/L	A	A I/ AN	D	W	B/AA	H/L	A	A I/ AN	D	
Officials / Administrators	77	46	42	3	1	0	0	0	2		31	29	1	0	1	0	0	1	59.74%	40.26%	92.21%	5.19%	1.30%	1.30%	0.00%	0.00%						3.90%
Professionals	135	66	58	3	2	3	0	0	6		69	65	3	1	0	0	0	8	48.89%	51.11%	91.11%	4.44%	2.22%	2.22%	0.00%	0.00%						10.37%
Technicians	2	2	2	0	0	0	0	0	0		0	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%						0.00%
Protective Service	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%						0.00%
Para-professionals	8	1	1	0	0	0	0	0	0		7	5	1	1	0	0	0	1	12.50%	87.50%	75.00%	12.50%	12.50%	0.00%	0.00%	0.00%						0.00%
Office / Clerical	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%						0.00%
Skilled Craft	1	0	0	0	0	0	0	0	0		1	1	0	0	0	0	0	0	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%						0.00%
Service / Maintenance	1	1	1	0	0	0	0	0	0		0	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%						0.00%
TOTAL	224	116	104	6	3	3	0	0	8		108	100	5	2	1	0	0	10	51.79%	48.21%	91.07%	4.91%	2.23%	1.79%	0.00%	0.00%						8.04%

Grand Total Employees for Region 7:										Total Minorities:	
Males:		116		Females:		108		20		8.93%	
51.79%						48.21%					
White:		204		Black/African American:		11		Hispanic/Latino:		5	
91.07%				4.91%				2.23%			
						Asian:		4		1.79%	
						AI/AN:		0		0.00%	
						NHOPI:		0		0.00%	
						Disabled:		18		8.04%	

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NH OPI=Native Hawaiian or Other Pacific Islander D=Disabled  
DHR-9 (Rev. Feb. 2012)

# Workforce Analysis by Region

Agency: Department of Commerce and Economic Opportunity (DCEO)

Reporting Period: FY14 4th Qtr. - April, May, June, 2014

Region: 8

EEO Category	Grand Total	MALES										FEMALES										PERCENTAGES																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
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<b>Grand Total Employees for Region 8:</b>										Males: 0										Females: 1										Total Minorities: 0									
White: 1										0										100.00%										0.00%									
Black/African American: 0										0										0.00%										0									
Hispanic/Latino: 0										0										0.00%										Asian: 0									
African American: 0										0										0.00%										A/AN: 0									
Hispanic/Latino: 0										0										0.00%										NHOPI: 0									
Disabled: 0										0										0.00%										D=Disabled									

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian A/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled  
DHR-9 (Rev. Feb. 2012)

## Workforce Analysis by Region

Agency: Department of Commerce and Economic Opportunity (DCEO)

Reporting Period: FY14 4th Qtr. - April, May, June, 2014

Region: 9

EEO Category	Grand Total	MALES										FEMALES										PERCENTAGES																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
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<b>Grand Total Employees for Region 9:</b>										Males:										Females:										Total Minorities:									
White: 100.00%										0										1										0									
Black/African American: 0.00%										0										100.00%										0.00%									
Hispanic/Latino: 0.00%										0										0										0									
Asian: 0.00%										0										0										0									
NHOPI: 0.00%										0										0										0									
Disabled: 0.00%										0										0										0									

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled  
DHR-9 (Rev. Feb. 2012)

## Workforce Analysis by Region

Agency: Department of Commerce and Economic Opportunity (DCEO)

Reporting Period: FY14 4th Qtr. - April, May, June, 2014

Region: 10

EEO Category	Grand Total	MALES										FEMALES										PERCENTAGES																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
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Grand Total Employees for Region 10:										Males:		0		Females:		0		Total Minorities:		0			
										0.00%				0.00%				0.00%					
White:										0		0.00%		Black/African American:		0		0.00%		Hispanic/Latino:		0	
										0.00%						0		0.00%		Asian:		0	
																0		0.00%		AI/AN:		0	
																0		0.00%		NHOPI:		0	
																0		0.00%		Disabled:		0	
																				0.00%		0.00%	

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled  
DHR-9 (Rev. Feb. 2012)



## Workforce Analysis by Region

Agency: Department of Commerce and Economic Opportunity (DCEO)

Reporting Period: FY14 4th Qtr. - April, May, June, 2014

Region: 11

EEO Category	Grand Total	MALES										FEMALES										PERCENTAGES																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
		Total					A/AN					Total					A/AN					M					F					W					B/AA					H/L					A					A/AN					NH OPI					D																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				

Grand Total Employees for Region 11:			Males:		4		Females:		4		Total Minorities:		0							
			50.00%				50.00%		50.00%		0.00%		0.00%							
White:	8	100.00%	Black/African American:	0	0.00%	Hispanic/Latino:	0	0.00%	Asian:	0	0.00%	A/AN:	0	0.00%	NHOPI:	0	0.00%	Disabled:	1	12.50%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian A/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled  
DHR-9 (Rev. Feb. 2012)

**Workforce Transactions Report  
by EEO Category**

**Agency:** Department of Commerce and Economic Opportunity (DCEO) **Reporting Period:** July 1, 2013 - June 30, 2014

**EEO Category:** Grand Total

		MALES										FEMALES										PERCENTAGES																																																														
		W					Total					NH					AI					AN					OPI					D					M					F					W					B/A					H/L					A					AI					AN					OPI					D		
Transaction	Grand Total	W	B/A	H/L	A	AI	AN	OPI	D	Total	W	B/A	H/L	A	AI	AN	OPI	D	Total	W	B/A	H/L	A	AI	AN	OPI	D	M	F	W	B/A	H/L	A	AI	AN	OPI	D																																															
New Hires	34	18	2	2	0	0	0	0	0	12	8	3	0	1	0	0	0	0	0	64.71%	35.29%	76.47%	14.71%	5.88%	2.94%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%																																															
Promotions	3	1	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0	33.33%	66.67%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%																																															
Intra-Agency Transfers	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%																																																
Suspensions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%																																																
Separations	42	19	2	0	0	0	0	0	0	21	16	3	0	2	0	0	0	0	0	50.00%	50.00%	83.33%	11.90%	0.00%	4.76%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%																																															
Discharges	2	1	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	50.00%	50.00%	50.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%																																																
Lay Off	2	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	50.00%	50.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%																																																
Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%																																																
Reductions	2	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	50.00%	50.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%																																																
Reinstatements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%																																																
Reemployment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%																																																
Upward Reallocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%																																																
Downward Reallocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%																																																

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled

# Workforce Transactions Report by EEO Category

Agency: Department of Commerce and Economic Opportunity

EEO Category: GRAND TOTAL

Reporting Period: FY14 1st Quarter - July, Aug, Sept., 2013

Grand Total		MALES										FEMALES										PERCENTAGES																																												
		W					Total					W					Total					M					F					W					B/AA					H/L					A					AI AN					NH OPI					D				
		B/AA	H/L	A	AI AN	NH OPI	D	B/AA	H/L	A	AI AN	NH OPI	D	B/AA	H/L	A	AI AN	NH OPI	D	B/AA	H/L	A	AI AN	NH OPI	D	B/AA	H/L	A	AI AN	NH OPI	D	B/AA	H/L	A	AI AN	NH OPI	D	B/AA	H/L	A	AI AN	NH OPI	D																							
New Hires	10	4	3	0	1	0	0	0	0	0	0	0	6	2	3	0	1	0	0	0	0	0	0	40.00%	60.00%	50.00%	30.00%	10.00%	10.00%	0.00%	0.00%	10.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%																		
Promotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%																				
Intra-Agency Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%																				
Suspensions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%																				
Separations	12	5	5	0	0	0	0	0	0	0	0	0	7	6	1	0	0	0	0	0	0	0	41.67%	58.33%	91.67%	8.33%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%																				
Discharges	1	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%																			
Lay Off	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%																					
Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%																				
Reductions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%																				
Reinstatements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%																				
Reemployment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%																				
Upward Reallocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%																				
Downward Reallocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%																				

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NH=Native Hawaiian or Other Pacific Islander D=Disabled  
DHR-10 (Rev. Feb 2012)

# Workforce Transactions Report by EEO Category

Agency: Department of Commerce and Economic Opportunity

EEO Category: GRAND TOTAL

Reporting Period: FY14 2nd Quarter - Oct., Nov., Dec., 2013

Grand Total		MALES										FEMALES										PERCENTAGES									
		W	B/AA	H/L	A	AI	NH	OPI	D	Total	W	B/AA	H/L	A	AI	NH	OPI	D	M	F	W	B/AA	H/L	A	AI	NH	OPI	D			
New Hires	12	9	7	1	1	0	0	0	0	3	3	0	0	0	0	0	0	0	75.00%	25.00%	83.33%	8.33%	8.33%	0.00%	0.00%	0.00%	0.00%	0.00%			
Promotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Intra-Agency Transfers	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Suspensions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Separations	11	6	6	0	0	0	0	0	0	5	5	0	0	0	0	0	0	54.55%	45.45%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Discharges	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Lay Off	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	50.00%	50.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Reductions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Reinstatements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Reemployment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Upward Reallocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Downward Reallocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NH=Native Hawaiian or Other Pacific Islander D=Disabled

DHR-10 (Rev. Feb 2012)

Reporting Period: FY14 3rd Quarter - Jan., Feb., Mar., 2014

**Agency:** Department of Commerce and Economic Opportunity

**EEO Category:**

**GRAND TOTAL**

[illegible]

W = White    B/AA = Black or African American    H/L = Hispanic or Latino    A = Asian    AI/AN = American Indian and Alaska Native    NH = Native Hawaiian or Other Pacific Islander    D = Disabled

DHR-10 (Rev. Feb 2012)

# Workforce Transactions Report by EEO Category

Agency:

Department of Commerce and Economic Opportunity

Reporting Period: FY14 4th Quarter - April, May, June, 2014

EEO Category:

GRAND TOTAL

Transaction	MALES										FEMALES										PERCENTAGES									
	Total					W					Total					W					M					F				
	Grand	Total	W	B/AA	H/L	A	AI	NH	OPI	D	Total	W	B/AA	H/L	A	AI	NH	OPI	D	Total	M	F	W	B/AA	H/L	A	AI	NH	OPI	D
New Hires	4	3	3	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	75.00%	25.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	9	4	3	1	0	0	0	0	0	0	5	2	1	0	2	0	0	0	0	0	0.00%	0.00%	55.56%	22.22%	0.00%	0.00%	22.22%	0.00%	0.00%	0.00%
Discharges	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

W=White

B/AA=Black or African American

H/L=Hispanic or Latino

A=Asian

AI/AN=American Indian and Alaska Native

NH=Native Hawaiian or Other Pacific Islander

D=Disabled

DHR-10 (Rev. Feb 2012)

## Workforce Analysis by Region

Agency: Department of Commerce and Economic Opportunity (DCEO)

Reporting Period: FY14 4th Qtr. - April, May, June, 2014

Region: 1

Grand		MALES										FEMALES										PERCENTAGES																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
EEO Category	Total	Total					A / AN					Total					A / AN					M					F					W					B/AA					H/L					A					A/AN					NHOPI					D																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															

<b>Grand Total Employees for Region 1:</b>										<b>Total Minorities:</b>									
Males:					Females:					Total Minorities:					Disabled:				
56					59					53					6				
48.70%					51.30%					46.09%					5.22%				
White: 62					Asian: 3					A/AN: 0					NHOP: 0				
53.91%					11.30%					2.61%					0.00%				
B/AA: 37					H/L: 13					A/AN: 0					NHOP: 0				
32.17%					11.30%					2.61%					0.00%				

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian A/AN=American Indian and Alaska Native NHOP=Native Hawaiian or Other Pacific Islander D=Disabled

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## Region One

### Availability Percent Worksheet

AGENCY: [Department of Commerce and Economic Opportunity \(DCEO\)](#)  
Category: Officials/Administrators

Affirmative Action Group:  
**WOMEN**  
Region: 1  
Facility: Chicago

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	571,580	232,580	40.69%	90	36.62	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	4	1	25.00%	10	2.50	Agency Workforce.
				100	31.30	Availability Percent.

AGENCY: [Department of Commerce and Economic Opportunity \(DCEO\)](#)  
Category: Officials/Administrators

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
Region: 1  
Facility: Chicago

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	571,580	53,370	9.34%	90	8.40	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	4	1	25.00%	10	2.50	Agency Workforce.
				100	8.72	Availability Percent.

AGENCY: [Department of Commerce and Economic Opportunity \(DCEO\)](#)  
Category: Officials/Administrators

Affirmative Action Group:  
**HISPANIC or LATINO**  
Region: 1  
Facility: Chicago

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	571,580	46,410	8.12%	90	7.31	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	4	1	25.00%	10	2.50	Agency Workforce.
				100	7.85	Availability Percent.



### Availability Percent Worksheet

AGENCY: [Department of Commerce and Economic Opportunity \(DCEO\)](#)  
 Category: Officials/Administrators

Affirmative Action Group:  
**ASIAN**  
 Region: 1  
 Facility: [Chicago](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	571,580	36,035	6.30%	90	5.67	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	4	1	25.00%	10	2.50	Agency Workforce.
				100	6.54	Availability Percent

AGENCY: [Department of Commerce and Economic Opportunity \(DCEO\)](#)  
 Category: Officials/Administrators

Affirmative Action Group:  
**AMERICAN INDIAN and ALASKA NATIVE**  
 Region: 1  
 Facility: [Chicago](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	571,580	493	0.09%	100	0.09	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	4	0	0.00%	0	0.00	Agency Workforce.
				100	0.07	Availability Percent.

AGENCY: [Department of Commerce and Economic Opportunity \(DCEO\)](#)  
 Category: Officials/Administrators

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**  
 Region: 1  
 Facility: [Chicago](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	571,580	190	0.03%	100	0.03	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	4	0	0.00%	0	0.00	Agency Workforce.
				100	0.03	Availability Percent.

### Availability Percent Worksheet

AGENCY: [Department of Commerce and Economic Opportunity \(DCEO\)](#)  
 Category: Professionals

Affirmative Action Group:  
**WOMEN**  
 Region: 1  
 Facility: Chicago

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	812,600	445,000	54.76%	100	54.76	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	3	0	0.00%	0	0.00	Agency Workforce.
				100	43.81	Availability Percent.

AGENCY: [Department of Commerce and Economic Opportunity \(DCEO\)](#)  
 Category: Professionals

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
 Region: 1  
 Facility: Chicago

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	812,600	86,754	10.68%	90	9.61	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	3	1	33.33%	10	3.33	Agency Workforce.
				100	10.35	Availability Percent.

AGENCY: [Department of Commerce and Economic Opportunity \(DCEO\)](#)  
 Category: Professionals

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 1  
 Facility: Chicago

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	812,600	54,670	6.73%	90	6.06	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	3	1	33.33%	10	3.33	Agency Workforce.
				100	7.51	Availability Percent.

### Availability Percent Worksheet

AGENCY: [Department of Commerce and Economic Opportunity \(DCEO\)](#)  
 Category: Professionals

Affirmative Action Group:  
**ASIAN**  
 Region: 1  
 Facility: Chicago

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	812,600	87,200	10.73%	100	10.73	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	3	0	0.00%	0	0.00	Agency Workforce.
				100	8.58	Availability Percent.

AGENCY: [Department of Commerce and Economic Opportunity \(DCEO\)](#)  
 Category: Professionals

Affirmative Action Group:  
**AMERICAN INDIAN and ALASKA NATIVE**  
 Region: 1  
 Facility: Chicago

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	812,600	450	0.06%	100	0.06	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	3	0	0.00%	0	0.00	Agency Workforce.
				100	0.04	Availability Percent.

AGENCY: [Department of Commerce and Economic Opportunity \(DCEO\)](#)  
 Category: Professionals

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**  
 Region: 1  
 Facility: Chicago

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	812,600	155	0.02%	100	0.02	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	3	0	0.00%	0	0.00	Agency Workforce.
				100	0.02	Availability Percent.

## Utilization Analysis

Agency: Department of Commerce and Economic Opportunity (DCEO)  
 Affirmative Action Group: **WOMEN** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	66	44	0	0	3	2	0	0
Availability Percent	31.30	43.81	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	20	19	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	32	24	0	0	2	1	0	0

Underutilization

Agency: Department of Commerce and Economic Opportunity (DCEO)  
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	66	44	0	0	3	2	0	0
Availability Percent	8.72	10.35	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	5	4	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	15	20	0	0	1	1	0	0

Underutilization

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## Utilization Analysis

Agency: Department of Commerce and Economic Opportunity (DCEO)  
 Affirmative Action Group: **HISPANIC or LATINO** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	66	44	0	0	3	2	0	0
Availability Percent	7.85	7.51	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	5	3	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	9	2	0	0	1	1	0	0
Underutilization		1						

Agency: Department of Commerce and Economic Opportunity (DCEO)  
 Affirmative Action Group: **ASIAN** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	66	44	0	0	3	2	0	0
Availability Percent	6.54	8.58	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	4	3	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	3	0	0	0	0	0	0	0
Underutilization	1	3						

## Utilization Analysis

Agency: Department of Commerce and Economic Opportunity (DCEO)  
 Affirmative Action Group: **AMERICAN INDIAN and ALASKA NATIVE** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	66	44	0	0	3	2	0	0
Availability Percent	0.07	0.04	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Agency: Department of Commerce and Economic Opportunity (DCEO)  
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	66	44	0	0	3	2	0	0
Availability Percent	0.03	0.02	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

## Workforce Analysis by Region

Agency: Department of Commerce and Economic Opportunity (DCEO)

Reporting Period: FY14 4th Qtr. - April, May, June, 2014

Region: 7

Grand		MALES										FEMALES										PERCENTAGES									
EEO Category	Total	A/I / NH					A/I / NH					A/I / NH					A/I / NH					M	F		W	B/A	H/L	A	A/I	NHOPI	D
		Total	W	B/A	H/L	A	AN	OPI	D	Total	W	B/A	H/L	A	AN	OPI	D	Total	W	B/A	H/L		A	AN							
Officials / Administrators	77	46	42	3	1	0	0	0	2	31	29	1	0	1	0	0	1	59.74%	40.26%	92.21%	5.19%	1.30%	1.30%	0.00%	0.00%	0.00%	0.00%	3.90%			
Professionals	135	66	58	3	2	3	0	0	6	69	65	3	1	0	0	0	8	48.89%	51.11%	91.11%	4.44%	2.22%	2.22%	0.00%	0.00%	0.00%	0.00%	10.37%			
Technicians	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
Protective Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
Para-professionals	8	1	1	0	0	0	0	0	0	7	5	1	1	0	0	0	1	12.50%	87.50%	75.00%	12.50%	12.50%	12.50%	0.00%	0.00%	0.00%	0.00%	12.50%			
Office / Clerical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
Skilled Craft	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
Service / Maintenance	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
TOTAL	224	116	104	6	3	3	0	0	8	108	100	5	2	1	0	0	10	51.79%	48.21%	91.07%	4.91%	2.23%	2.23%	0.00%	0.00%	0.00%	0.00%	8.04%			

<b>Grand Total Employees for Region 7:</b>										<b>Total Minorities:</b>									
<b>Males:</b>					<b>Females:</b>					<b>8.93%</b>					<b>20</b>				
<b>White:</b>					<b>204</b>					<b>91.07%</b>					<b>8.93%</b>				
<b>B/AA:</b>					<b>11</b>					<b>4.91%</b>					<b>0</b>				
<b>H/L:</b>					<b>5</b>					<b>2.23%</b>					<b>0</b>				
<b>Asian:</b>					<b>4</b>					<b>1.79%</b>					<b>0</b>				
<b>NHOPI:</b>					<b>0</b>					<b>0.00%</b>					<b>0</b>				
<b>Disabled:</b>					<b>18</b>					<b>8.04%</b>					<b>0.00%</b>				

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian A/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled

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## Region Seven

### Availability Percent Worksheet

AGENCY: [Department of Commerce and Economic Opportunity \(DCEO\)](#)  
Category: Officials/Administrators

Affirmative Action Group:  
**WOMEN**  
Region: 7  
Facility: Springfield

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	26,370	10,605	40.22%	100	40.22	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				100	32.17	Availability Percent.

AGENCY: [Department of Commerce and Economic Opportunity \(DCEO\)](#)  
Category: Officials/Administrators

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
Region: 7  
Facility: Springfield

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	26,370	834	3.16%	100	3.16	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				100	2.53	Availability Percent.

AGENCY: [Department of Commerce and Economic Opportunity \(DCEO\)](#)  
Category: Officials/Administrators

Affirmative Action Group:  
**HISPANIC or LATINO**  
Region: 7  
Facility: [Springfield](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	26,370	390	1.48%	100	1.48	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				100	1.18	Availability Percent.



### Availability Percent Worksheet

AGENCY: [Department of Commerce and Economic Opportunity \(DCEO\)](#)  
 Category: Officials/Administrators

Affirmative Action Group:  
**ASIAN**  
 Region: 7  
 Facility: [Springfield](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	26,370	229	0.87%	100	0.87	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				100	0.69	Availability Percent.

AGENCY: [Department of Commerce and Economic Opportunity \(DCEO\)](#)  
 Category: Officials/Administrators

Affirmative Action Group:  
**AMERICAN INDIAN and ALASKA NATIVE**  
 Region: 7  
 Facility: [Springfield](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	26,370	40	0.15%	100	0.15	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				100	0.12	Availability Percent.

AGENCY: [Department of Commerce and Economic Opportunity \(DCEO\)](#)  
 Category: Officials/Administrators

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**  
 Region: 7  
 Facility: [Springfield](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	26,370	0	0.00%	100	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				100	0.00	Availability Percent.

### Availability Percent Worksheet

AGENCY: [Department of Commerce and Economic Opportunity \(DCEO\)](#)  
 Category: Professionals

Affirmative Action Group:  
**WOMEN**  
 Region: 7  
 Facility: Springfield

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	40,080	23,080	57.58%	90	51.83	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	8	1	12.50%	10	1.25	Agency Workforce.
				100	42.46	Availability Percent.

AGENCY: [Department of Commerce and Economic Opportunity \(DCEO\)](#)  
 Category: Professionals

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
 Region: 7  
 Facility: Springfield

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	40,080	1,735	4.33%	90	3.90	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	8	1	12.50%	10	1.25	Agency Workforce.
				100	4.12	Availability Percent.

AGENCY: [Department of Commerce and Economic Opportunity \(DCEO\)](#)  
 Category: Professionals

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 7  
 Facility: Springfield

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	40,080	402	1.00%	90	0.90	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	8	1	12.50%	10	1.25	Agency Workforce.
				100	1.72	Availability Percent.

### Availability Percent Worksheet

AGENCY: [Department of Commerce and Economic Opportunity \(DCEO\)](#)  
 Category: Professionals

Affirmative Action Group:  
**ASIAN**  
 Region: 7  
 Facility: [Springfield](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	40,080	1,275	3.18%	100	3.18	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	8	0	0.00%	0	0.00	Agency Workforce.
				100	2.54	Availability Percent.

AGENCY: [Department of Commerce and Economic Opportunity \(DCEO\)](#)  
 Category: Professionals

Affirmative Action Group:  
**AMERICAN INDIAN and ALASKA NATIVE**  
 Region: 7  
 Facility: [Springfield](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	40,080	58	0.14%	100	0.14	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	8	0	0.00%	0	0.00	Agency Workforce.
				100	0.12	Availability Percent.

AGENCY: [Department of Commerce and Economic Opportunity \(DCEO\)](#)  
 Category: Professionals

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**  
 Region: 7  
 Facility: [Springfield](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	40,080	0	0.00%	100	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	8	0	0.00%	0	0.00	Agency Workforce.
				100	0.00	Availability Percent.

## Utilization Analysis

Agency: Department of Commerce and Economic Opportunity (DCEO)  
 Affirmative Action Group: **WOMEN** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	77	135	2	0	8	0	1	1
Availability Percent	32.17	42.46	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	24	57	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	31	69	0	0	7	0	1	0

Underutilization

Agency: Department of Commerce and Economic Opportunity (DCEO)  
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	77	135	2	0	8	0	1	1
Availability Percent	2.53	4.12	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	1	5	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	4	6	0	0	1	0	0	0

Underutilization

## Utilization Analysis

Agency: Department of Commerce and Economic Opportunity (DCEO)  
 Affirmative Action Group: **HISPANIC or LATINO** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	77	135	2	0	8	0	1	1
Availability Percent	1.18	1.72	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	2	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	1	3	0	0	1	0	0	0

Underutilization

Agency: Department of Commerce and Economic Opportunity (DCEO)  
 Affirmative Action Group: **ASIAN** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	77	135	2	0	8	0	1	1
Availability Percent	0.69	2.54	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	3	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	1	3	0	0	0	0	0	0

Underutilization

## Utilization Analysis

Agency: Department of Commerce and Economic Opportunity (DCEO)  
 Affirmative Action Group: **AMERICAN INDIAN and ALASKA NATIVE** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	77	135	2	0	8	0	1	1
Availability Percent	0.12	0.12	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Agency: Department of Commerce and Economic Opportunity (DCEO)  
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	77	135	2	0	8	0	1	1
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

# Underutilization Summary by Region

Name of Agency: Department of Commerce and Economic Opportunity (DCEO)

Fiscal Year: FY15

Region	Officials and Administrators						Professionals						Technicians						Protective Service Workers					
	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI
1				1							1	3												
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								
11																								
Total	0	0	0	1	0	0	0	0	1	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Paraprofessionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI		
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		

Total underutilization for Women: 0

Total underutilization for Black or African American: 0

Total underutilization for Hispanic or Latino: 1

Total underutilization for Asian: 4

Total underutilization for American Indian and Alaska Native: 0

Total underutilization for Native Hawaiian or Other Pacific Islander: 0

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than ten employees in the EEO category in that region, leave that box blank.

W= Women B/AA = Black or African American H/L = Hispanic or Latino A = Asian AI/AN = American Indian and Alaska Native NHOPI= Native Hawaiian or Other Pacific Islander



**Illinois**  
**Department of Commerce**  
& Economic Opportunity

Pat Quinn, Governor

## SECTION 3

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## FY2015 NUMERICAL GOALS

The Illinois Department of Commerce and Economic Opportunity's numerical goals are developed by identifying and calculating the number and percentage of highly qualified Affirmative Action (AA) groups such as Women, Blacks or African Americans, Hispanics or Latinos, Asians, American Indians or Alaska Natives, Native Hawaiians or Other Pacific Islanders and Disabled individuals in the workforce, by EEO job category and region as compared to the number and percentage of similar AA groups, by EEO job category and region in the surrounding labor force.

During FY15, the Department's areas of underutilization are located within the following Illinois Department of Human Rights' (IDHR) Region (i.e., Region 1 – Chicago/016). Region 1/Chicago/016 is applicable to determine the availability of external labor force statistical data provided by IDHR in comparison to internal workforce statistical data provided by DCEO. With that comparison DCEO can identify the exact number of underutilized areas to be addressed during this period via future hires/promotions of well-qualified protected class individuals when 10 or more DCEO employees within a specific EEO job category, AA group and region exist. The specific numerical or underutilization goals for our Department during FY15 are as follows:

<b>Category</b>	<b>Blacks/ African Americans</b>	<b>Hispanics</b>	<b>Women</b>	<b>Asians</b>	<b>Native American</b>
Officials/Managers	P	P	P	1	P
Professionals	P	1	P	3	P
Technicians	P	P	P	P	P
Protected Service					
Para-Professionals	P	P	P	P	P
Office/Clericals	P	P	P	P	P
Skilled Craft	P	P	P	P	P
Service					
Maintenance	P	P	P	P	P
<b>TOTAL</b>	P	1	P	4	P

## NUMERICAL GOAL – HISPANICS/LATINOS

**Problem Area** Underutilization of highly qualified Hispanics/Latinos in the professional EEO job category in Region 1.

**Goal:** To increase the utilization of Hispanic/Latino employees in the professional EEO job category.

**Objective:** To attempt to hire/promote one (1) highly qualified Hispanic/Latino in the professional EEO job category during the third quarter of FY15 in Cook County when vacancies occur through attrition.

<b>#1 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Work in conjunction with the Liaison for Latino Affairs/Gov.'s Office, Illinois Department of Human Rights, CMS Diversity Enrichment Program staff, IAHSE, SER's, Illinois Latino Caucus, LULAC, ILCHE and other higher educational institutions to identify well-qualified Hispanics/Latinos who appear on the CMS promotional and open competitive lists for the professional job category.	EOMC Deputy Director  HR Deputy Director  DCEO EO Manager	Dec. 31, 2014 Mar. 31, 2015 June 30, 2015	Review monthly update from IDHR and CMS on the number of Hispanics/Latinos who have attained well-qualified grades of "A" via the CMS Diversity Enrichment Program staff, including qualified ratings on the CMS promotional and open- competitive lists for the professional job category.
<b>#2 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Coordinate efforts with DCEO Managers and Human Resources staff to identify well-qualified Hispanics/Latinos as applicants to qualify for the professional job category.	EO Manager	Dec. 31, 2014 Mar. 31, 2015	Identify several well-qualified Hispanic/Latino applicants to be interviewed for professional positions.

<b>#3 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Participate at the IAHSE Training Conference; and Employment fairs sponsored by the Illinois Latino Caucus for the purpose of attracting well-qualified Hispanic/Latino applicants for professional positions in the public sector.	EOMC Deputy Director HR Deputy Director DCEO EO Manager	Sept. 30, 2014 June 30, 2015	Monitor the number of applicants who are able to obtain well-qualified ratings on the CMS open-competitive lists for the professional job category.

<b>#4 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Use Illinois Assoc. of Hispanic State Employees network for identification and referral of potential Hispanic/Latino applicants who may qualify for job opportunities, through CMS testing, in the professional job category. Also to contact statewide minority professional associations and community based organizations to seek out and identify well-qualified Hispanic/Latino applicants.	DCEO EO Manager	Sep. 30, 2014 Dec. 31, 2014 Mar. 31, 2015 June 30, 2015	Maintain a log of contacts and referrals and liaison contacts with the recruitment sources.

<b>#5 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Use promotional and open-competitive lists to identify well-qualified Hispanic/Latino applicants to be interviewed for vacant professional positions.	EOMC Deputy Director HR Deputy Director DCEO EO Manager	Sep. 30, 2014 Dec. 31, 2014 Mar. 31, 2015 June 30, 2015	Record number of Hispanic/Latino applicants hired and interviewed.

<b>#6 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
To work aggressively to utilize the Spanish speaking option in positions that involves a significant interaction with the Hispanic/Latino community.	EOMC Deputy Director HR Deputy Director DCEO EO Manager	Sep. 30, 2014 Dec. 31, 2014 Mar. 31, 2015 June 30, 2015	Record number of Hispanic/Latino applicants hired by utilizing Spanish speaking option

## NUMERICAL GOAL – ASIANS

Problem Area	Underutilization of Asians in the Officials/Administrators and professional job categories in Region 1
Goal:	To increase the utilization of Asian employees in the Officials/Administrators and professional job categories.
Objective:	To hire/promote one (1) well-qualified Asian Official/Administrator in Cook County during the second quarter of FY15. And to hire/promote three (3) well-qualified Asian professionals in Cook County during the fourth quarter of FY15 when vacancies occur through attrition

#1 Action Item	Assignment Responsibility	Completion Target Date	Monitoring Procedure
Work in conjunction with the DCEO staffer who is a member of the Asian American Employment Plan Advisory Council, Illinois Department of Human Rights, CMS Diversity Enrichment Program staff to identify highly qualified Asians who have well-qualified ratings on the promotional and open-competitive lists for the Officials/Administrators and professional job categories.	EOMC Deputy Director HR Deputy Director DCEO EO Manager	Dec. 31, 2014 Mar. 31, 2015 June 30, 2015	Review monthly update from CMS on the number of highly qualified Asians who have attained well-qualified ratings on the CMS promotional and open-competitive lists for the Officials/Administrators and professional job categories.
#2 Action Item	Assignment Responsibility	Completion Target Date	Monitoring Procedure
To identify well-qualified Asians who have well-qualified grades for the Officials/Administrators and professional job categories.	DCEO EO Manager	Dec. 31, 2014 Mar. 31, 2015	Retain documentation obtained from well-qualified applicants
#3 Action Item	Assignment Responsibility	Completion Target Date	Monitoring Procedure
To participate in career placement fairs or contact Asian organizations through the Internet for the purpose of attracting well-qualified Asian applicants to employment opportunities in the public sector.	EOMC Deputy Director HR Deputy Director DCEO EO Manager	Mar, 31, 2015 June 30, 2015	Monitor the number of applicants who are able to obtain well-qualified ratings on the CMS open-competitive lists for the Officials/Administrators and professional job categories.

<b>#4 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Contact the Senior Policy Advisor/ Governor's Liaison to Asians, the Pilsen Illinois Worknet Office, the Chicago Chinatown Chamber of Commerce, the Chicago Korean American Chamber of Commerce, the Filipino American Network, the City of Chicago Commission on Human Relations Council on Asian Affairs, the Midwest Asian American Center, Asian Americans at UIC for identification and referral of potential Asian applicants who may qualify for Officials/Administrators and professional job opportunities, through CMS testing.	EOMC Deputy Director  DCEO EO Manager	Sep. 30, 2014 Dec. 31, 2014 Mar. 31, 2015 June 30, 2015	Maintain a log of contacts and referrals.

<b>#5 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Use promotional and open-competitive lists to identify well-qualified Asian applicants to be interviewed for vacant Officials/Administrators and professional positions.	EOMC Deputy Director  HR Deputy Director  DCEO EO Manager	Sep. 30, 2014 Dec. 31, 2014 Mar. 31, 2015 June 30, 2015	Record number of Asian applicants hired/interviewed.

## NUMERICAL GOAL - DISABLED INDIVIDUALS

**Problem Area**                      7.5 percent of the Department's overall workforce consists of well-qualified persons with disabilities. The labor market availability percentage for people with disabilities in Illinois is the basis for agency affirmative action analyses which decreased from 10.8% to 4.4%. This number is based on responses to the American Community Survey (ACS). With such a change, the Department will still attempt to recruit additional well-qualified persons with disabilities during the FY15 Affirmative Action recruitment initiative.

**Goal:**                                      The Department will attempt to increase the utilization of well-qualified disabled persons within its overall staff.

**Objective:**                              To attempt to recruit/hire or promote well-qualified persons with impairments in either the Officials/Administrators, professional, technical or office/clerical job categories when vacancies occur through attrition.

<b>#1 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Work in conjunction with the DHIC, the Illinois Department of Human Rights, ICED Committee, the Department of Human Services/Division of Rehabilitation Services, along with the CMS/SD Program, IDHHC, IICC, The Coalition of Citizens with Disabilities In Illinois, IDHS, ICDD, and <i>disabilityworks</i> program to identify well-qualified persons with disabilities who have well-qualified ratings on the CMS promotional and open competitive lists for all EEO job categories and regions.	EOMC Deputy Director  DCEO EO Manager	Dec. 31, 2014 Mar. 31, 2015 June 30, 2015	Develop quarterly reports which list the progress performance of disabled persons who have attained well-qualified ratings on the CMS promotional and open- competitive lists for all EEO job categories

<b>#2 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Establish liaison contact with CMS, DHS and IDHS for the purpose of identifying prospective disabled applicants who may qualify for DCEO professional, technical and clerical job categories by obtaining well-qualified ratings on the CMS open-competitive lists and supported employment option.	EO Manager	Dec. 31, 2014 Mar. 31, 2015	Prepare quarterly IDHR reports identifying DCEO's progress to hire/promote well-qualified disabled applicants.

<b>#3 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Make an effort to contact and refer disabled applicants for public sector professional careers while participating at career placement conferences, job fairs or via the Internet.	EOMC Deputy Director  DCEO EO Manager	Apr. 30, 2015 June 30, 2015	Maintain a log of contacts and referrals.

<b>#4 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Use Inter-Agency Committee on Employees with Disabilities network to identify disabled applicants who may qualify for technical, professional and clerical job opportunities through CMS testing. Also use the Department of Human Services, IDHR and ICED for well-qualified referrals.	EOMC Deputy Director  DCEO EO Manager	Dec. 31, 2014 Mar. 31, 2015 June 30, 2015	Maintain a log of contacts and referrals.

<b>#5 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Use the promotional supported employment option and open competitive lists to identify well-qualified disabled applicants to be interviewed for vacant professional, technical and clerical jobs.	EOMC Deputy Director  HR Deputy Director	Sep. 30, 2014 Dec. 31, 2014 Mar. 31, 2015	Record number of Disabled applicants hired/interviewed.

<b>#6 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
As new employees enter the workforce, the Department will make sure they receive, read, and voluntarily respond to a disability online or hardcopy survey.	DCEO EO Manager	June 30, 2015	Record number of new DCEO employees who have participated in the online or hardcopy survey.

## PROGRAMMATIC GOALS - EEO RECRUITMENT

**Problem Area**    The Department would like to attract to more well-qualified minorities and protected class persons from which to select from when it recruits candidates for Officials/Administrators and professional positions.

**Goal:**                The Department will attempt to intensify its recruitment activities to attract qualified minority and protected class applicants for employment in the Officials/Administrators and professional job categories.

**Objective:**        To identify and recruit well-qualified minority and protected class applicants for Officials/Administrators and professional positions through participation in statewide employment/ placement job fairs

<b>#1 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Work in conjunction with members of the Illinois General Assembly, the Illinois Department of Human Rights, the CMS Diversity Enrichment Program, state agency EEO Managers and minority associations to identify well-qualified minorities and protected class individuals as part of the Department's affirmative action hiring initiative.	EOMC Deputy Director DCEO EO Manager	Jan. 30, 2015 June 30, 2015	Retain documentation of correspondence to and from IGA, IDHR and CMS. Review and retain monthly updates from IDHR and/or CMS.
<b>#2 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Send notification and job classification specifications to minority and other protected class professional services and recruitment sources for well-qualified minority applicant referrals.	EO Manager	Monthly	Retain a sample copy of the Department's notices and classification specifications.



<b>#3 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Work in conjunction with minority and protected class advocacy groups and other recruitment sources to screen prospective applicants (via resume review and exploratory interviews).	EO Manager	Monthly	Obtain resumes, employment applications and CMS grades of well-qualified protected class individuals.
<b>#4 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Assist applicants in preparation of the CMS qualification exams.	EO Manager	Monthly	Review weekly activity reports and documentation of assistance provided.
<b>#5 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Develop applicant referral bank of potential applicants for state government employment.	EO Manager	Monthly	See applicant referral bank files and EEO referral log.
<b>#6 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Access the Central Management Services (CMS) lists to identify minority and protected class persons for state government employment.	Managing Director of EOMC and HR EO Manager	June 30, 2015	Cross check candidates with CMS promotional and open competitive grades and compare that information to DCEO's applicant referral bank
<b>#7 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Schedule participation in a limited number of career/placement activities.	EO Manager	June 30, 2015	Document career/placement activities.

## PROGRAMMATIC GOALS -- QUARTERLY UNDERUTILIZATION SUMMARY

**Problem Area**    The DCEO Director and Executive staff should be provided a quarterly report on the Department's underutilization profile and the affirmative hiring goals for minority and other protected class persons

**Goal:**                To provide DCEO Director and Executive staff, via the Deputy Director of the Office of Equal Opportunity, Monitoring and Compliance, with a utilization summary each quarter of the fiscal year indicating progress toward meeting affirmative action under-utilization goals and identifying areas where problems continue to exist

**Objective:**        To comply with the availability percentages reflected in the FY15 Affirmative Action Plan

<b>#1 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Receive EO and personnel transaction reports generated by Human Resources and Maintained by DCEO/EOMC.	EOMC Deputy Director DCO EO Manager	Monthly	Retain copies of EO and personnel transaction reports.
<b>#2 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Use the monthly DCEO Personnel Transactions report to determine the number of new hires by race, sex, region, EEO job category, disability and veteran status as well as by bargaining unit/non-bargaining unit status.	EOMC Deputy Director DCO EO Manager	Monthly	Review copies of quarterly reports indicating the number of new hires/promotions in each division during the fiscal year.
<b>#3 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Determine utilization/underutilization within the Department by race, sex, region, EEO job category, disability, veteran status, office as well as bargaining unit/non-bargaining unit status.	EOMC Deputy Director DCO EO Manager	Monthly	Review quarterly reports

<b>#4 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Develop and distribute quarterly reports to DCEO Executive staff indicating areas where underutilization problems exist.	EOMC Deputy Director DCO EO Manager	Monthly	Retain copy of quarterly reports distributed to DCEO Executive staff.

<b>#5 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Provide guidance to DCEO Executive staff on strategies which may be used to utilize highly qualified protected class candidates.	EOMC Deputy Director DCO EO Manager	Quarterly	Retain copies of quarterly reports distributed to DCEO Executive staff.

## PROGRAMMATIC GOALS -- DO, RO, ET, BD, CD, ER, ITIC, TR

**Problem Area**     The DCEO Agency-wide EO Compliance Manager receives requests for technical assistance from the DCEO Director and Executive Staff, our employees and grantees whose programs and services receive federal funding. Technical assistance is provided regarding Civil Rights concerns such work responsibilities of an EO Compliance Manager; EO Compliance Monitoring; Preparing EO/AA policies and plans; Identifying and resolving Workforce underutilization; Handling Discriminatory Complaints; Sexual Harassment Prevention; Outreach Efforts to Recruit qualified Applicants or Eligible Clients and keeping up-to-date on new employment law developments.

**Goal:**                To provide technical assistance to the DCEO Director and Executive Staff, our employees and grantees upon request regarding any and all Civil Rights concerns.

**Objective:**        To provide technical assistance regarding Civil Rights concerns.

<b>#1 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Receive internet/telephone requests for technical assistance from DCEO Executive staff, our employees and federally funded grantees.	EO Manager	June 30, 2015	Review and act upon requests for technical assistance.
<b>#2 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Provide requested technical assistance via one-on-one liaison contact, US or email messages, telephone or fax.	EO Manager	June 30, 2015	Review activity of requests/transmittal letters in cases where technical assistance was requested.
<b>#3 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Log/record each provision of technical assistance	EO Manager	June 30, 2015	See EO technical assistance files.
<b>#4 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Follow-up technical assistance provided through direct contact to DCEO Office, grant manager or grantee.	EO Manager	June 30, 2015	See EO technical assistance files.

## PROGRAMMATIC GOAL - WIA

Problem Area	Local Workforce Investment Act (LWIA) areas are required by law to carry out their Equal Opportunity and Non-Discrimination provisions in compliance with Section 188 of the WIA Act which is enforced by the U.S. Department of Labor/Civil Rights Center federal regulations.
Goal:	For DCEO's Office of EOMC to continue to ensure that all LWIA areas comply with EO and Non-Discrimination provisions under Section 188 of the WIA Act as they provide services to eligible <u>beneficiaries</u> .
Objective:	For the State WIA EO Officer and two (2) WIA EO Specialists to provide specialized EO Compliance training and technical assistance to all LWIA's. And make sure all documentation from LWIA areas is in compliance as stipulated by the Methods of Administration (MOA) guidelines.

#1 Action Item	Assignment Responsibility	Completion Target Date	Monitoring Procedure
Review all related compliance documentation	DCEO WIA EO Specialists	Refer to WIA Five -Year Plan, submitted every Two years.	Prepare list of all LWIA areas to monitor all compliance and corrective action activity.
#2 Action Item	Assignment Responsibility	Completion Target Date	Monitoring Procedure
Identify all WIA elements of the MOA.	DCEO WIA EO Specialists	Refer to WIA Five -Year Plan	Utilize the list developed by the U.S. DOL/CRC to identify and track all LWIA documentation received.
#3 Action Item	Assignment Responsibility	Completion Target Date	Monitoring Procedure
Notify all LWIA areas of their need to update their MOA documentation and submit same to the State WIA EO Officer for review.	DCEO WIA EO Specialists	Refer to WIA Five -Year Plan	Review and maintain copies of DCEO's notification to LWIA's.

<b>#4 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Compare WIA documentation received with documentation outstanding	DCEO WIA EO Specialists	Refer to WIA Five -Year Plan	Check off all elements shown on WIA checklist that are submitted to the Department.
<b>#5 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Provide technical assistance to LWIA areas on completing MOA documentation	DCEO WIA EO Specialists & State Officer	Refer to WIA Five -Year Plan	Track written requests for technical assistance.
<b>#6 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
When necessary, the State WIA EO Officer of EOMC will contact the U.S. Dept. of Labor/Civil Rights Center of any Civil Rights concerns regarding the effective execution of the MOA or clarification on corrective action measures cited by U.S. DOL/CRC after a compliance review.	State WIA EO Officer	Refer to WIA Five -Year Plan	Retain copy of letter(s) which are transmitted to U.S. DOL Civil Rights Center.

## EEO OBJECTIVES ACCOMPLISHED IN FY14

**Goal:** To participate in at least two (2) statewide job/career fairs during the fiscal year.

The Department participated in eight (8) statewide job fairs, career placement conferences, hiring seminars or employment meetings during FY14 and exceeded this objective for the fiscal year.

**Goal:** To emphasize the need for the Director, Executive staff and other hiring authorities within the Department to interview well-qualified protected class individuals, when a hire or promotion is available in underutilized areas and specific EEO job categories such as the Official/Manager and professional categories.

This AA objective was met during FY14.

**Goal:** To provide the Director, via the Deputy Director of EOMC, with a quarterly and year-to-date AA Goal report which indicates our Department's progress or deficiencies in meeting the FY14 AA Plan goals.

During FY14 the Department met 100% of this AA goal.

**Goal:** To obtain resumes, employment applications and CMS grades from well-qualified minorities, Women and disabled applicants.

During FY14 the Department met 100% of this AA goal.

**Goal:** Per request, to assist prospective applicants who inquire about vacancies (e.g. new CMS Recruitment Workshops, Internet, telephone, walk-ins, e-mail, fax, U.S. mail, job fairs, career fairs, employment fairs or statewide conferences) with their employment questions in an effort to help them understand the CMS employment process and what position titles might match their educational background and work experience.

The Department met this AA objective during FY14.

**Goal:** To notify well-qualified minorities, Women and disabled applicants of the Department's vacancies within the department when they occur based upon their educational background and work experience. To meet and follow-up with the Deputy Director, DCEO Office of Human Resources and staff making sure that the CMS list, when applicable, is utilized to identify protected class individuals for state employment.

The Department met this AA objective during FY14.

## EEO OBJECTIVES ACCOMPLISHED IN FY14

**Goal:** To comply with Executive Order #15 by reaffirming the Department's commitment to attain a qualified and diversified workforce in Illinois through the use of the CMS employment process.

The Department met this AA objective during FY14 by hiring thirteen (13) highly qualified **Women:** four (4) highly qualified minorities (e.g. 3-Blacks or African-Americans [1-O/A, 2-Prof.], 1-Asian [1-O/A]) and nine (9) highly qualified non-minorities [4 - O/A, 4- Prof., 1- P/P]; Four (4) highly qualified **Minority Men** (e.g. 2- Blacks or African-Americans [1-O/A, 1-Prof.] and 2- Hispanics or Latinos [2-O/A] and two (2) current employees voluntarily changed their status from non-disabled to **Disabled** employees utilizing the online disability survey.

**Goal:** To provide technical assistance to the DCEO Director, the Executive staff, our employees and federally funded grantees upon request regarding complaint handling, Civil Rights training, compliance monitoring, outreach efforts, policy/notification, assurance statement revisions and other Civil Rights concerns.

The Department accomplished this AA goal in FY14

**Goal:** To comply with the P.A. 096-1341, State African-American Employment Plan Survey; P.A. 094-0597, State Hispanic Employment Plan Survey and P.A. 097-0856, State Asian American Employment Plan Survey.

The Department met this AA objective during fiscal year 2014.

**Goal:** To provide an opportunity for all DCEO employees, including higher level management staff, to enhance their educational level and job skills in an effort to attain career advancement as they participate in the department's professional development training. To track the completion and evaluate all employees who participate in this initiative and specialized certification programs.

The Department met this AA objective during FY14.

**Goal:** To utilize a list, created by the DCEO Office of EOMC, consisting of major statewide recruitment sources comprised of several professional minority associations, community-based organizations, statewide advocacy groups, local area churches, statewide organizations, higher educational institutions, local unions, and veterans' disability assistance groups to identify well-qualified protected class applicants when vacancies occur.

The Department met this AA objective during FY14.



## EEO OBJECTIVES ACCOMPLISHED IN FY14

**Goal:** To work in conjunction with the Illinois Department of Human Rights (IDHR), CMS Diversity Enrichment Program staff and SD Program Coordinator to identify well-qualified Minorities, Women and Persons with Disabilities for employment within the public sector. To use the CMS promotional and open-competitive lists, when possible, to identify well-qualified protected class individuals that may be referred to management for interview purposes.

The Department met this AA objective during FY14.

**Goal:** To prepare, complete and submit the ISL 710, 711, 720 legislative reports, referencing DCEO's Affirmative Action statistics, to our Budget Office and the Illinois General Assembly.

The Department met this AA objective during FY14.

**Goal:** Pursuant to Section 2520.770 (h), 56 Illinois Administrative Code for the Illinois Department of Human Rights rules and regulations, the Department complies with the recordkeeping and reporting requirement to process and maintain all compliance monitors as they relate to hires and promotions.

The Department met this AA objective during FY14

**Goal:** Each year all state employees are asked to participate in the online version of the disability survey. All information provided is voluntary; however, each employee is **required** to visit the survey website, login and either **complete the survey** or "**Skip**" the survey.

The Department met 90% of this AA objective during FY14

**Goal:** Pursuant to Section 2520.770 (i), 56 Illinois Administrative Code for the Illinois Department of Human Rights rules and regulations, the Department makes sure all out-going employees have an opportunity to receive, complete, and submit an Exit Questionnaire on a voluntary and confidential basis.

The Department met this AA objective during FY14

## EEO OBJECTIVES ACCOMPLISHED IN FY14

**Goal:** During FY14 DCEO's Agency-wide EO Compliance Manager was able to develop a plan, in a confidential and timely manner, to identify volunteers to assist those DCEO employees who voluntarily disclosed, on the annual online disability survey, a disability and also requested assistance during a workplace emergency evacuation. DCEO was able to proactively prepare a plan to assist two (2) disabled employees who are located in the DCEO Springfield Office/Ridgely Building.

The Department met this AA objective during FY14

**Goal:** To outreach specifically to highly qualified minorities in Region 1/Cook County who currently possess or are attempting to obtain CMS grades for Professional position titles which are utilized within the Department. This activity will help to notify applicants when vacancies occur, refer applicants to management prior to the interview process and ultimately attempt to address the Department's FY14 Affirmative Action goals.

The Department met this AA objective in FY14

**Goal:** To identify those Departmental hiring authorities who are or are not up-to-date with their certification status as Rutan certified interviewers. And to notify those managers and supervisors who are still involved in the Rutan hiring process, on behalf of the Department, to participate in the online Rutan Refresher Course. Pre-requisite: New managers/supervisors who've never participated in Rutan training were notified and required to successfully complete the two (2) day training session.

The Department met this underutilized AA objective in FY14.

**Goal:** In compliance with the IDHR Act Section 2-105 (B) and the Human Rights Rules and Regulations, Section 2520.770 (H), the Department prepared and submitted its Adverse Impact Analysis report to IDHR and CMS for review and approval.

The Department met this AA objective during FY14

## **EEO OBJECTIVES ACCOMPLISHED IN FY14**

**Goal:** The DCEO Office of EOMC will continue to take the lead role, being a proactive agent, to make sure each of the offices under the Department's jurisdiction (utilized by employees and public customers) are compliant with federal and state accessibility laws. All persons, especially those with disabilities should be able to easily access our offices when they choose to benefit from our federal and state funded programs and services, if they are eligible.

The Department met this AA objective during FY14.

**Goal:** To scheduled a second meet with representatives from the Office of the Attorney General/Disability Rights Bureau and IDHR to conduct a follow-up examination of the DCEO Springfield Office/Ridgely Building accessibility concerns.

The Department met this AA objective during FY14.

**Goal:** To continue to be an active member on the Governor's Illinois Disability Hiring Initiative Committee (DHIC) as it relates to our mission which is to increase the number of well-qualified persons with disabilities to state government jobs.

The Department met this AA objective during FY14.



**Illinois  
Department of Commerce  
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## SECTION 4

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500 East Monroe  
Springfield, Illinois 62701-1643  
217/782-7500 • TDD: 800/785-6055

100 West Randolph Street, Suite 3-400  
Chicago, Illinois 60601-3219  
312/814-7179 • TDD: 800/785-6055

2309 West Main, Suite 118  
Marion, Illinois 62959-1180  
618/997-4394 • TDD: 800/785-6055

**DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY**  
**EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT INVESTIGATION**  
**PROCEDURE**

**A. POLICY**

The agency affirms its commitment to a policy of equal employment opportunity through the implementation of an EEO complaint investigation procedure to promote the internal resolution of employee complaints of alleged discrimination. It is the conviction of the agency that the establishment of this complaint investigation procedure shall provide an internal avenue of redress to informally resolve complaints of alleged discrimination at the lowest organizational level, reducing the backlog, delay and expense of a prolonged formal investigation.

To that end, the DCEO Agency-wide EO Compliance Manager and General Counsel will work in a concerted effort during the investigation of complaints, documentation of facts, the presentation of findings, and recommendations to resolve the alleged discriminatory issue(s).

The use of this internal EEO complaint investigation procedure does not preclude the rights of an employee to file a charge directly with the state (DHR) or the federal government (EEOC). The filing of any complaint of alleged discrimination may not be used as a basis for future retaliation adversely affecting the rights of any employee.

**B. PROCEDURES**

The DCEO Internal EEO Complaint Form (attached) shall be used to clearly record the date, nature and other pertinent information of the complaint of alleged discrimination submitted to the DCEO Agency-wide EO Compliance Manager.

All complaints alleging a violation of the equal opportunity provisions must be filed with the DCEO Agency-wide EO Compliance Manager within (10) working days from the alleged violation.

The DCEO Agency-wide EO Compliance Manager will forward the complaint within five (5) working days from the date of receipt of the complaint to the Department's General Counsel or designee who will process it and begin an investigation.

Copies of the complaint are kept in a confidential location on file with the Department's General Counsel and the DCEO Agency-wide EO Compliance Manager. Upon request, the DCEO Agency-wide EO Compliance Manager will provide technical assistance to the General Counsel or designee throughout the investigatory process.

Upon completion of the investigation, the General Counsel or designee will develop a written report of the investigation findings. The report will be sent to the Director for review. The General Counsel or designee will prepare and send a finding letter to both parties involved.

The employee also has a right to file a formal charge within 180 days of the alleged violation with the with the Illinois Department of Human Rights (IDHR) and/or within 300 days of the alleged violation with the U.S. Equal Employment Opportunity Commission (EEOC) concurrently with the filing of an internal complaint.

Addresses of governmental Departments which have responsibility for handling various discriminatory complaints appear below:

Illinois Department of Human Rights  
222 South College, Room 101A  
Springfield, Illinois 62704  
217.785.5100  
TTY 866.740.3953

Illinois Department of Human Rights  
James R. Thompson Center  
100 West Randolph Street, Suite 10-100  
Chicago, Illinois 60601  
312.814.6200  
TTY 866.740.3953

Illinois Department of Human Rights  
Marion Regional Office Building  
2309 W. Main Street, Suite 112  
Marion, Illinois 62959  
618.993.7463

Equal Employment Opportunity Commission  
500 West Madison Street, Suite 2000  
Chicago, Illinois 60661  
800-669-4000  
TTY 800-669-6820

Equal Employment Opportunity Commission  
1222 Spruce Street, Room 8-100  
St. Louis, Missouri 63103  
800-669-4000  
TTY 800-669-6820

## DCEO Internal EEO Complaint Form

All complaints regarding Equal Employment Opportunity should be filed with the DCEO Agency-wide EO Compliance Manager at the following address:

Victoria Dawn Benn, DCEO Agency-wide EO Compliance Manager  
500 East Adams St. 8<sup>th</sup> Floor  
Springfield, Illinois 62701-1643  
Phone: 217/524-2997  
Fax: 217/558-6971  
TTY: 217/785-6055 or 711  
E-mail: Victoria.Benn@Illinois.gov

1. Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Work Location \_\_\_\_\_  
Present Job \_\_\_\_\_

2. Date of alleged discriminatory practice or action \_\_\_\_\_

3. Basis of the alleged discriminatory practice:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> Race               | <input type="checkbox"/> Disability  |
| <input type="checkbox"/> Sex                | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sexual Harassment  | <input type="checkbox"/> Religion    |
| <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Age         |
| <input type="checkbox"/> National Origin    | <input type="checkbox"/> Other       |
| <input type="checkbox"/> Ancestry           |                                      |

4. The discrimination occurred in connection with:

- |  |   |
|--|---|
| <input type="checkbox"/> Interview           | <input type="checkbox"/> Compensation         |
| <input type="checkbox"/> Hiring Selection    | <input type="checkbox"/> Transfer             |
| <input type="checkbox"/> Promotion           | <input type="checkbox"/> Lay Off              |
| <input type="checkbox"/> Downward Allocation | <input type="checkbox"/> Termination          |
| <input type="checkbox"/> Disciplinary Action | <input type="checkbox"/> Training Opportunity |
| <input type="checkbox"/> Other * _____       |   |

\* Please explain within section 5 of this form.

5. The facts of the alleged discriminatory employment practice are:

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(Continue on additional sheet, if necessary)

6. Name(s), Title(s), Work Location(s), and Telephone Number(s) of Person(s) who you believe discriminated against you.

_____	_____	_____	_____
Name	Title	Location	Phone No.
_____	_____	_____	_____
Name	Title	Location	Phone No.

7. Please supply supporting evidence to document the basis for the discriminatory practice you are claiming, as indicated in your response to section 3 of the form.

I have attached supporting evidence: ☐ Yes ☐ No

Describe: \_\_\_\_\_

8. Have you made an effort to resolve the discrimination through your supervisors, the grievance procedure, or with any public or private organization? ☐ Yes ☐ No

If yes, please explain, indicating the outcome of the efforts:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date Filed

\_\_\_\_\_  
DCEO Agency-wide EO Compliance Manager's Signature

\_\_\_\_\_  
Date Received

NOTE: To initiate a formal charge of discrimination, this form must be filed with the DCEO Agency-wide EO Compliance Manager **within (10) days of the alleged violation**.

Each employee also has the right to file a formal charge **within 180 days of the alleged violation** with the Illinois Department of Human Rights, **300 days** with the Equal Employment Opportunity Commission, or **180 days** after the alleged unlawful employment practice occurred pertaining to an Equal Pay violation. For Victim's Economic Security and Safety Act of 2003 (VESSA) claims arising after August 25, 2003, complainants may file with the Illinois Department of Labor.

Illinois Department of Human Rights  
222 South College, Room 101A  
Springfield, IL 62704  
[www.state.il.us/dhr](http://www.state.il.us/dhr)  
Telephone (217) 785-5100  
TTY 866.740.3953

Equal Employment Opportunity Commission  
500 West Madison Street  
Suite 2000  
Chicago, IL 60661  
[www.eeoc.gov](http://www.eeoc.gov)  
800-669-4000  
TTY 800-669-6820

OR



100 West Randolph  
Suite 10-100  
Chicago, IL 60601  
Telephone (312) 814-6200  
TTY 866.740.3953

OR  
2309 W. Main, Suite 112  
Marion, IL 62959  
Telephone (618) 993-7463

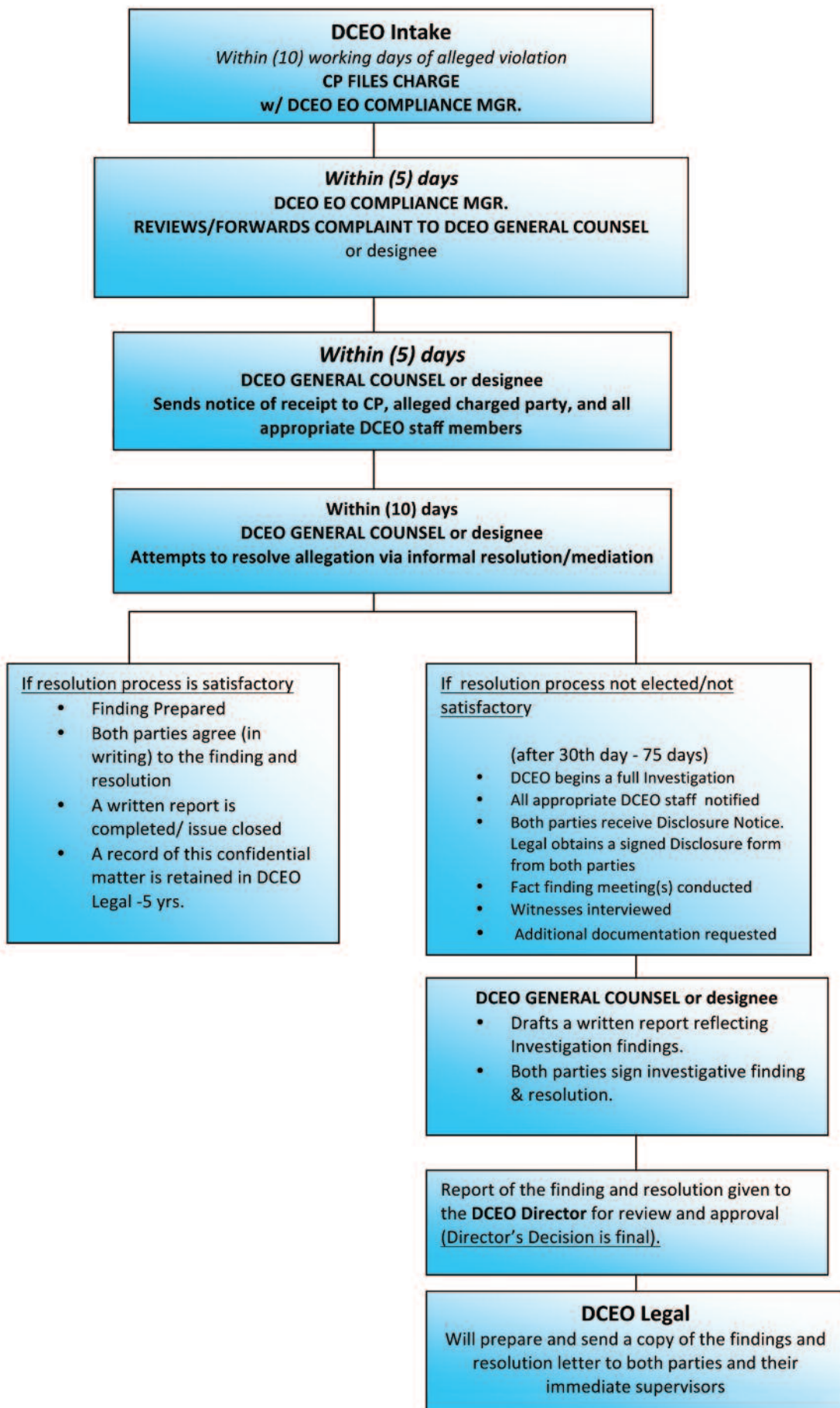
Equal Employment Opportunity Commission  
1222 Spruce St., Room 8-100  
St. Louis, Missouri 63103  
800-669-4000  
TTY 800-669-6820

Illinois Department of Labor  
State of Illinois Building  
160 North LaSalle Street, Suite C-1300  
Chicago, IL 60601-3150

(866) 372-4365  
Equal Pay Act of 2003

(312) 793-6797  
Victims' Economic Security and Safety Act of 2003  
(VESSA)

Please return the completed form, with copies of supporting documentation to the DCEO Agency-wide  
EO Compliance Manager.





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## SECTION 5

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## ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY

### AMERICANS WITH DISABILITIES ACT POLICY

It is the policy of the Illinois Department of Commerce and Economic Opportunity ("Agency") to comply with the provisions of the Americans with Disabilities Act 1990, 42 U.S.C.A. Section 12101, et seq ("ADA"), as amended by the ADAAA of 2008, and the Illinois Human Rights Act. The ADA prohibits discrimination against qualified individuals with disabilities on the basis of their disability. The ADA provides, in part, that qualified individuals with disabilities shall not be excluded from participating in or be denied the benefits of any programs, service or activity offered by this Agency.

The ADA requires that all programs, services and activities, when viewed in their entirety, are readily accessible to and usable by qualified individuals with disabilities. This Agency must communicate effectively with individuals with speech, visual, and hearing impairments and provide auxiliary communication aids to benefiting from the Agency's programs, services or activities to afford equal opportunity.

Should you wish to review the ADA or its interpretive regulations, ask questions about your rights and remedies under the ADA, request a reasonable modification to this Agency's policies, practices or procedures, or file a written grievance with this Agency alleging noncompliance with the ADA, please contact the Agency's Designated Coordinator for the ADA.

The individual that serves as the ADA Coordinator for the Department of Commerce and Economic Opportunity is

Kent Bozarth, Deputy Director, DCEO Office of Human Resources  
500 East Monroe, R-1  
Springfield, IL 62701  
217.782.7515

#### Telecommunications Relay Center

##### **English:**

TDD only – 711 or 800-526-0844  
Voice - 711 or 800-526-0857

##### **Spanish:**

TDD only - 711 or 800-501-0864  
Voice - 711 or 800-501-0865

## LABOR FORCE ANALYSIS FOR PEOPLE WITH DISABILITIES

Agency: Department of Commerce and Economic Opportunity

Fiscal Year: 2014

Total Employees: 359

Percent of people with

- Disabilities in Illinois Labor Force: 4.95%
- Labor Force Number 18

Number of Employees with

- Disabilities in Agency: 27
- Underutilization or Parity: Parity

## NUMERICAL GOALS FOR PERSONS WITH DISABILITIES

### AREA TO BE ADDRESSED:

During FY15 the Department is at parity to employ highly qualified persons with disabilities

### GOAL:

The Department will continue to attempt to increase the number and percentage of disabled employees within the Agency.

### OBJECTIVES:

To consider the use of the CMS Successful Disability (SD) Opportunities Program.

To hire/promote qualified disabled applicants as vacancies occur consistent with the job duties and responsibilities.

<u>ACTION ITEM:</u>	<u>ASSIGNMENT OF RESPONSIBILITY</u>	<u>TARGET DATE</u>	<u>MONITOR</u>
1. Work with CMS Successful Disability Opportunities Program as vacancies occur	DCEO Agency-wide EO Compliance Manager	Ongoing	Quarterly
2. Work with DHR Liaison to locate qualified disabled candidates.	DCEO Agency-wide EO Compliance Manager	Ongoing	Quarterly
3. Identify recruitment sources for people with disabilities including job fairs and referring job postings if applicable	DCEO Agency-wide EO Compliance Manager	Ongoing	Quarterly

## **PHYSICAL BARRIERS**

Immediately after the June 30, 2010 move of our DCEO Springfield Offices, the Office Equal Opportunity Monitoring & Compliance (EOMC) took the lead role in an attempt to make sure each new or existing location is accessible to persons with disabilities. Pursuant to the following accessibility laws - the Human Rights Act 775 ILCS 5/1-101 et. seq.; Illinois Barriers Act 410 ILCS 25/1 et. seq.; the Americans with Disabilities Act, as amended by the ADAAA of 2008; Section 504 of the Rehabilitation Act of 1973 and the Illinois Accessibility Code all persons w/disabilities have a right to access and have freedom of movement when they enter/exit our buildings to seek employment or find out more about our state programs and services.

From 2010 to 2012 DCEO has made great strides to comply with these laws. However, there's more needed to be done. In early 2013 EOMC sought and utilized the professional expertise of the Policy Advisor from the Office of the Attorney General/Disability Rights Bureau and the IDHR Disability Specialist. During August, 2014 a follow-up meeting occurred between EOMC, OAG and IDHR. As a result, the following physical barriers were reviewed and some corrected. We hope during FY15 with the collaboration of the Director's Office, DCEO Office of EOMC, DCEO Office of Management Operations and CMS the remaining concerns will be addressed.

### **Facility Name/Barriers Identified**

#### **DCEO Springfield**

##### **Illinois Building**

607 E. Adams Street (3<sup>rd</sup>, 5<sup>th</sup> and 12th Floors only)  
Springfield, IL. 62701

Note: EOMC's goal is to carry out an accessibility evaluation survey for this building on specific DCEO floors, referenced above, during FY15.

#### **Ridgely Building**

500 E. Monroe Street  
Springfield, IL. 62701-1643

### **Front Entrance**

**In Compliance:** DCEO's two (2) front doors located at the entrance of the Ridgely Building are power-operated doors which have been provided and are in working order for disabled applicants and employees, meeting ADA standards.

### **Emergency Rescue**

**In Compliance:** In case a workplace emergency evacuation occurs and (per the disabled employee's request and approval), at least 1-primary and 1-alternate emergency evacuation assistant are designated to assist a disabled employee

### **Directional Signage**

**Finding:** Directional signage should be shown on all floors indicating where “accessible restrooms” are located. Note: Signs should provide direction to the accessible restrooms after arriving on the floor they are located on. For example, upon exiting the elevator on the 9<sup>th</sup> floor what direction should a person with a disability travel to locate the accessible restroom? **IAC §400.310(u)(8)(D)**

### **DCEO Offices/Rooms**

**Finding:** All DCEO offices/rooms that have an identifiable room number on the outside of their door entrance, are required to have signage in Braille. **IAC §400.310(u)(10)**

### **Office/Room Entrances**

**Finding:** When entering an office or room there should be at least 18” of space from the inside of doorway so that an individual in a wheelchair can maneuver his/her chair. Note: This is required only in common use areas (ie. Conference rooms, bathrooms). Individual offices and those employees occupying them are covered by Title I of the ADA and the Illinois Human Rights Act if they require an accommodation to enter/exit their assigned work area/office.

### **Restrooms (RR)**

**Signage - “Unisex Restroom” or “Family Friendly Restroom”**

**Finding:** Signage indicating the term, “Unisex Restroom” or “Family Friendly Restroom” was not found throughout the Ridgely Building. Appropriate signage should be placed on the outside of each door entrance of such applicable RR’s.

### **International Disability Symbol**

**Finding:** Have the International disability symbol used to identify which RR’s (e.g. Restrooms) are “accessible.” All doors should be in Braille. **IAC §400.310(u)(8)(D) & (10)**

**Finding:** 12<sup>th</sup> floor Women’s RR (located down one flight between 12<sup>th</sup> & 11<sup>th</sup> floors) – Needs directional signage. **IAC §400.310(u)(8)(D)**

**Finding:** 12<sup>th</sup> floor Men’s RR (located on 12<sup>th</sup> floor) – Needs directional signage to the accessible bathroom next to it. **IAC §400.310(u)(8)(D)**



**Finding:** 12<sup>th</sup> floor Unisex RR (located on 12<sup>th</sup> floor) –  
Needs rear grab bar - **IAC §400.310(n)(5)(B)(iii)**  
Location of TP dispenser violates the **ADA Standards 609.3.**  
(The space between the grab bar and projecting objects above shall be 12 inches).  
Dispenser is 4 ½” above the grab bar.  
Side grab bar is too low (32”). **IAC §400.310(n)(5)(B)(iii) & Fig. 29(b)**  
Maneuvering clearance on the pull side of the door is in violation (43 ½”). Maneuvering  
clearance should be 54”. **IAC §400.310(j)(5) & Figure 25 (c)**

**Finding:** 11<sup>th</sup> floor Women’s RR (Female staff use 12<sup>th</sup> floor Women’s) – Needs  
directional signage. **IAC §400.310(u)(8)(D)**

**Finding:** 11<sup>th</sup> floor Men’s RR (located down one flight between 11<sup>th</sup> & 10<sup>th</sup> floors) –  
Needs directional signage. **IAC §400.310(u)(8)(D)**

**Finding:** 10<sup>th</sup> floor Women’s RR (located down one flight between 10<sup>th</sup> & 9<sup>th</sup> floors)  
– Needs directional signage. **IAC §400.310(u)(8)(D)**

**Finding:** 10<sup>th</sup> floor Men’s RR (Male staff use 11<sup>th</sup> floor Men’s) – Needs directional  
signage. **IAC §400.310(u)(8)(D)**

**Finding:** 9<sup>th</sup> floor Unisex RR (located on 9<sup>th</sup> floor) – Large File cabinet should be  
removed. **IAC §400.310(j)(5) & Figure 25 (a)**  
Plastic sitting chair should be removed. These changes would provide more space for  
disabled individuals in a /wheelchair. RR also needs directional signage. Note: If  
updated in future, wall should be removed, sink moved to the left and correct side grab  
bar installed.

**\*August, 2014 Update:** File cabinet and plastic chair have been removed and restroom is  
in substantial compliance.

**Finding:** 9<sup>th</sup> floor Men’s RR (located down one flight between 9<sup>th</sup> & 8<sup>th</sup> floors) – Needs  
directional signage. **IAC §400.310(u)(8)(D)**

**Finding:** 8<sup>th</sup> floor Women's RR (located down one flight between 8<sup>th</sup> & 7<sup>th</sup> floors) – Needs directional signage. **IAC §400.310(u)(8)(D)**

**Finding:** 8<sup>th</sup> floor Men's RR (located up one flight between 9<sup>th</sup> & 8<sup>th</sup> floors) – Needs directional signage. **IAC §400.310(u)(8)(D)**

**Finding:** 7<sup>th</sup> floor Women's RR (located up one flight between 8<sup>th</sup> & 7<sup>th</sup> floors) – Needs directional signage. **IAC §400.310(u)(8)(D)**

**Finding:** 7<sup>th</sup> floor Men's RR (located down one flight between 7<sup>th</sup> & 6<sup>th</sup> floors) – Needs directional signage. **IAC §400.310(u)(8)(D)**

**Finding:** 6<sup>th</sup> floor Women's RR (located down one flight between 6<sup>th</sup> & 5<sup>th</sup> floors) – Needs directional signage. **IAC §400.310(u)(8)(D)**

**Finding:** 6<sup>th</sup> floor Men's RR (located up one flight between 7<sup>th</sup> & 6<sup>th</sup> floors) – Needs directional signage. **IAC §400.310(u)(8)(D)**

**Finding:** 5<sup>th</sup> floor Women's RR (located up one flight between 6<sup>th</sup> & 5<sup>th</sup> floors) – Needs directional signage. **IAC §400.310(u)(8)(D)**

**Finding:** Within the fifth floor restroom of the Ridgely Building that area has a turn radius that does not meet the minimum 60" diameter that would allow a person in a wheel chair adequate room to position themselves appropriately. (especially since the door swings inward)

**Finding:** 5<sup>th</sup> floor Men's RR (located down one flight between 5<sup>th</sup> & 4<sup>th</sup> floors) – Needs directional signage. **IAC §400.310(u)(8)(D)**

**Finding:** 4<sup>th</sup> floor Women's RR (located on 4<sup>th</sup> floor) – Needs directional signage. Trash basket must be kept on the outside of sink, not under sink. Plastic table must be removed. Weighing scale must be removed. Note: These changes would provide more space for disabled individuals in a /wheelchair. **IAC §400.310(u)(10)**

**Finding:** 4<sup>th</sup> floor Men's RR (located down one flight between 5<sup>th</sup> & 4<sup>th</sup> floors) – Needs directional signage. **IAC §400.310(u)(8)(D)**

Toilet paper dispenser should be moved up and away from grab bar. **ADA Standards 609.3.** This is now an ADA requirement. Trash basket must be kept on the outside of sink, not under sink. The flush control on toilet should be moved to the open (wide) side of the RR equipment for better accessibility. **IAC §400.310(n)(5)(B)(iv)**

**Finding:** 3rd floor Women's RR – N/A

**Finding:** 3rd floor Men's RR – N/A

**Finding:** 2nd floor Women's RR – Needs directional signage. **IAC §400.310(u)(8)(D)**

**Finding:** 2nd floor Men's RR – Needs directional signage. **IAC §400.310(u)(8)(D)**

**Finding:** 1st floor Unisex RR (located across from front door security guard entrance) – Needs directional signage. **IAC §400.310(u)(8)(D)**

**Finding:** 1<sup>st</sup> floor Women's RR (located inside DCEO Office of HR) – Needs directional signage. **IAC §400.310(u)(8)(D)**

**Finding:** 1<sup>st</sup> floor Men's RR (located inside DCEO Office of HR) – Needs directional signage. **IAC §400.310(u)(8)(D)**

**Finding:** LL Women's RR (located in the basement, outside the large bank safe area) – N/A

**Finding:** LL Men's RR (located down the hall from the concession machines – to the left) – N/A

**Finding:** Mirror heights in the restrooms are not in compliance. (they are well above the 40" maximum allowance)

**Finding:** The dispensers mounted in restrooms need to be adjusted for individuals with disabilities to no higher than 54" for forward reach approach.

**DCEO Chicago**

James R. Thompson Center  
100 West Randolph Street, Suite 3-400  
Chicago, IL. 60601

Note: This building and specific DCEO floor may be evaluated for accessibility compliance to persons with disabilities during FY15.

**DCEO Marion**

Marion Regional Office Building  
2309 West Main Street, Suite 118  
Marion, IL. 62959

Note: This building and specific DCEO floor may be evaluated for accessibility compliance to persons with disabilities during FY15.

## **PROCEDURAL BARRIERS**

### **A. Pre-Employment Screening**

The ADA prohibits an employer from making any pre-employment inquiries regarding an applicant's physical or mental disability.

According to the ADA, employers may ask about an applicant's ability to perform both essential and marginal job functions. However, employers may not refuse to hire an applicant with a disability because the applicant's disability prevents him or her from performing marginal functions.

#### **Permissible Inquiries**

- Employers may describe or demonstrate the job function and ask if the applicant can perform that function with or without reasonable accommodation.
- Employers may ask whether the applicant has a driver's license, if driving is a job function, but may not ask whether the applicant has a visual disability.
- Employers may also ask an applicant (including one with a known disability) to describe or demonstrate how, with or without reasonable accommodation, the applicant will be able to perform job-related functions. Generally, this must be asked of all applicants.
- If an applicant has a known disability that may interfere with the performance of a job-related function, they can ask only that applicant.

#### **Impermissible Inquiries**

- Employers may not use an application form that lists potentially disabling impairments and ask the applicant to check any of those which he/she may have.
- Employers may not ask how often individuals will require leave for treatment, or use leave as a result of incapacitation because of their disability.
- Employers may not ask about an applicant's prior workers' compensation history.
- Employers may not ask if an individual has any disabilities or impairments which may affect their performance on the job.
- Employers may not ask information about the types of medication an individual is taking.

### **B. Pre-employment Testing**

DCEO does not conduct pre-employment testing.

### **C. Employment Criteria and Job Description Review**

Any employment criteria established by the department to screen applicants should be reviewed before positions are filled to determine whether they would screen out applicants with disabilities. Employment criteria with a disparate impact on applicants with disabilities should be examined to determine whether they are job-related. If such criteria are not job-related, they should be eliminated. Job descriptions should be reviewed before interviews are held to identify essential job duties.

#### D. Identification of Disabled Employees for Layoff Report

For purposes of preparing a departmental layoff report, disabled employees are identified through the Survey for Disabled Employees. Employees who identify impairments on this form are to be considered disabled, and those who do not indicate any impairment are not considered disabled. The survey form contains a notice to this effect. Employees have the right to complete new survey forms at any time during their employment, should their disability status change.

#### E. Identification of an ADA Coordinator

#### F. Emergency Evacuation Procedures

The DCEO Agency-wide EO Compliance Manager provides emergency evacuation procedures periodically to employees with disabilities.

## ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY

### REASONABLE ACCOMMODATIONS POLICY

In compliance with the U.S. Americans with Disabilities Act of 1990, as amended by the ADAAA of 2008; the Illinois Human Rights Act and Section 504 of the Rehabilitation Act of 1973, it is the policy of the Department of Commerce and Economic Opportunity (DCEO) to reasonably accommodate the known physical or mental limitations of otherwise qualified applicants and employees with disabilities. DCEO recognizes the right of a qualified applicant or employee with a disability to request accommodation to the job application procedure and to any aspect of his or her subsequent employment with the agency.

It is the responsibility of DCEO to provide accommodations to qualified applicants and employees with disabilities, when such accommodations do not pose an undue hardship to the operation of the agency's business.

The agency's Americans with Disabilities Act Coordinator and the DCEO Agency-wide EO Compliance Manager can provide further information about the agency's policy in this area.

A handwritten signature in dark ink, appearing to read "Adam Pollet", written over a horizontal line. A small number "3" is written at the end of the signature.

Adam Pollet, Director  
Illinois Department of Commerce and Economic Opportunity

10 24 14  
\_\_\_\_\_  
Date

## ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY

### REASONABLE ACCOMMODATIONS POLICY

#### I. INTRODUCTION

The Americans With Disabilities Act of 1990, 42 U.S.C. 12101 et seq. (ADA), as amended by the ADAAA of 2008, prohibits discrimination against a qualified individual with a disability in regard to job application procedures, the hiring, advancement or discharge of employees; employee compensation; job training; and, other terms, conditions and privileges of employment. [Section 102 (a)]

An employer must make reasonable accommodations to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless such covered entity has demonstrated that the accommodation would impose an undue hardship on the operation of the business of such covered entity. [Section 102 (b) (5) (A)] However, each individual is responsible for initiating the request for reasonable accommodation, if such individual believes such accommodation is required to enable him/her to perform the essential functions of the job.

The policy and procedures set forth herein are also intended to meet the requirements of the Illinois Human Rights Act (Ill. Rev. Stat. 1989, ch. 68, para 1-101 et seq.) and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as well as the ADA, as amended by the ADAAA of 2008.

#### II. POLICY

In accordance with the law and regulations, it is the policy of the Illinois Department of Commerce and Economic Opportunity (hereinafter "DCEO"):

- to inform employees and applicants about DCEO policies and of the right to reasonable accommodations and
- to provide any and all such reasonable accommodations in the most cost-effective manner available unless it would impose an "undue hardship".

This policy is intended to comply with the applicable laws and is not intended to create any legal or contractual rights or obligations. For the purpose of this policy, the term "employee" shall include "applicant" and "prospective employee".



### III. REASONABLE ACCOMMODATIONS COMMITTEE (RAC)

#### A. PURPOSE

The purpose of the RAC is to implement effectively this policy.

#### B. MEMBERSHIP

The RAC consists of the following DCEO employees:

- Deputy Director of Human Resources
- DCEO Chief Operating Officer
- DCEO Agency-wide EO Compliance Manager
- ADA Coordinator

#### C. DUTIES

The RAC provides technical assistance to IDCEO employees on technology, the ADA Title V of the Rehabilitation Act, accessibility standards and employee relations as it relates to requests or potential requests.

The RAC will maintain documentation regarding RAC requests in order to

- a. provide appropriate budget information and projected cost analysis for future budget cycles to the Budget Division;
- b. lend consistency to the system of the provision of accommodations and ensures nondiscrimination in the treatment of employees;
- c. ensure that requests are processed and approved accommodations provided in a timely manner;
- d. provide reports on employee accommodations and costs to regulatory agencies.

The RAC shall provide quarterly reports, including the above documentation, to the Director for his information/action. All reports shall be developed in a manner which protects the confidentiality of the employee.

### IV. REASONABLE ACCOMMODATIONS

A. Reasonable accommodations means making modifications or adjustments to a job application process and the work environment that enables qualified applicants or employees to be considered for a position, to perform the essential functions of a position and to enjoy equal benefits and privileges of employment. ADA regulations: 29 C.F.R. 1630. 2(o) (1)

B. Reasonable Accommodation may include, but is not limited to:

1. Making existing facilities used by employees readily accessible to and useable by individuals with disabilities.
2. Job restructuring; part-time or modified work schedules; reassignment to a vacant position; acquisition or modification of equipment or devices; appropriate adjustment or modification of examinations, training materials or policies; the provision of qualified readers or interpreters; and, other

similar accommodations for individuals with disabilities. Section 101(9) of the ADA.

- C. The determination of which accommodation is appropriate in a particular situation will be made on a case by case basis and involve the employer and employee in a flexible, interactive process whereby the employee identifies the precise limitations imposed by the disability and along with the employer explores potential accommodations that would overcome those limitations.

NOTE: The ADA permits employers to choose the accommodation which is lowest in cost if such accommodation provides a similar result to a more costly accommodation.

- D. Reasonable accommodations may be categorized in the following manner:

1. restructuring/modifications accommodations, include, but are not limited to: job restructuring by removal of non-essential tasks, job modifications, rearrangement of office furniture, removal of desk drawers, flexible time to allow for transportation and/or medical schedules, etc.;
2. technological/accessibility accommodations include but are not limited to: dictating machines, voice activated equipment, push button telephones, options, Telecommunication Device for the Deaf (TDD's), hand controls for dictating devices, speaker-phones, telephone amplifiers, teletypewriters (TTY's), typewriters, Braille typewriters, orthopedic desk chairs, and other adaptive office furniture, looping systems, etc., as well as architectural modifications. In recent years, internet based (computer) based technology has evolved rapidly and is making the TTY obsolete. Three popular variations currently exist in office environments. (E-Mail based (software) applications such as Text Net and Next Talk, Video Remote Service (VRS) is real time internet based communication that requires broadband and Video Remote Interpretation (VRI) or Online Interpretation (OI) which is basically the same thing as VRS. To find out more about these devices please contact the Illinois Deaf and Hard of Hearing Commission, 1630 S. 6<sup>th</sup> Street, Springfield, IL. 62703 or 217-557-4495. Some types of accommodations need not be on an individual basis if available at the work site and if used by two or more individuals will not impede job performance; and,
3. Assistive care accommodations include the utilization of additional persons such as readers, driver, interpreters and attendants who specifically assist an individual in performing the essential duties of the job.

Note: Reasonable Accommodations pertains only to the employee and does not include family members.

## V. UNDUE HARDSHIP

- A. “Undue hardship” means significant difficulty or expense in, or resulting from, the provision of the accommodations. It refers to any accommodations that would be unduly costly, extensive, substantial or disruptive, or that would fundamentally alter the nature or operation of the business of the agency.
- B. Whether an accommodation will impose an undue hardship must be analyzed on a case by case basis. Factors to be considered in determining whether an accommodation would impose an undue hardship on IDCEO may include, but not be limited to: (1) the nature and net cost of the accommodation needed; (2) the overall appropriations of the facility or facilities involved in the provision of the reasonable accommodation, the number of persons employed at such facility and the effect on expenses and resources; (3) the overall appropriation of IDCEO with respect to the number of employees and the number, type, and location of its facilities; (4) the type of operation or operations of the IDCEO, including the composition, structure and functions of the workforce of such agency, and the geographic separateness and administrative or fiscal relationship of the facility or facilities in question to the IDCEO; and (5) the impact of the accommodation upon the operation of the facility, including the impact on the ability of other employees to be able to perform their duties and the impact of the facility’s ability to conduct business.
- C. A requested accommodation may be denied if it is unduly disruptive to other employees or to the functioning of the business of the agency. To demonstrate the accommodation may be denied if it is unduly disruptive, the disruption must result from the provision of the accommodation, not from the fears or prejudices of other employees toward the individual’s disability. The terms of a collective bargaining agreement may be relevant.

## VI. PROCEDURES FOR PROCESSING REQUESTS FOR REASONABLE ACCOMMODATIONS

- A. The determination of reasonable accommodations for qualified employees who require such to overcome a physical or mental impairment in performance of job duties must be conducted at the request and with the consultation of the employee.
  - 1. A person with a disability may be qualified for a position vacancy if the person satisfies the requisite skills, experience, education and other job-related requirements of the employment position, as set forth in standardized Department of Central Management Services requirements, and with or without reasonable accommodations can perform the essential functions of the job.
  - 2. Essential job functions vary with individual job descriptions and would include those physical, mental and inter-personal activities necessary to achieve the anticipated job performance effectively.
  - 3. A determination as to a reasonable accommodation for one person will not be treated as a precedent for another person.

- B. The employee must request any and all reasonable accommodations on a Request for Reasonable Accommodation form. The employee is responsible for adequately responding to all questions as applicable on the form. Once completed, the form shall be transmitted by the employee to the immediate supervisor, or by the prospective employee to the interviewing supervisor. The employee should retain a copy of the request form.
1. If requested by management, the employee shall submit medical documentation to support the need for the accommodation. When additional information becomes available, the employee should submit it in writing to the immediate supervisor for transmittal to the RAC.
  2. Technical assistance is available to the employee and supervisor(s) from the Human Resources Division upon request.
- C. The immediate supervisor or interviewing supervisor shall make a recommendation regarding the request within five (5) working days of receipt and forward the request to the appropriate Deputy Director who shall have five (5) working days to review and provide a recommendation on the request form.
- D. The Deputy Director shall forward the request to the Human Resources Office for review by the Reasonable Accommodations Committee (RAC).
- E. Unless the appropriate reasonable accommodation is so obvious to either or both the agency and the qualified individual with a disability, all reviewers and the Committee will, using a problem solving approach.
1. Analyze the particular job involved and determine its purpose and essential functions.
  2. Consult with the individual with a disability to ascertain the precise job-related limitations imposed by the individual's disability and how those limitations could be overcome with a reasonable accommodation;
  3. In consultation with the individual to be accommodated, identify potential accommodations and assess the effectiveness each would have in enabling the individual to perform the essential functions of the position; and,
  4. Consider the preference of the individual to be accommodated and select and implement the accommodation that is most appropriate for both the employee and the agency.
- F. All reviewers shall consider the request based on the following criteria: (1) the relationship between the accommodation and the essential job functions, (2) necessity, (3) cost effectiveness, (4) undue hardship to the agency, and (5) compatibility with existing equipment (where applicable).
- G. Within ten (10) working days, the RAC will act upon the request and report accommodations to the Director. If further information is required to make a recommendation, the employee shall be given thirty (30) days to provide such and the 10 working day time shall begin when the additional information is received.

- H. The Director will make the final decision within five (5) working days of receipt. A copy of the Director's decision and the RAC's recommendation will be returned by the ADA Coordinator to the appropriate Deputy Director who will coordinate implementing the approved request with appropriate staff. A copy of the Director's decision and the RAC's recommendation will also be sent to the employee by RAC within five (5) working days of receipt of the Director's decision.
- I. The time limits provided in this section may be extended up to thirty (30) days if circumstances warrant (e.g., absence of a person needed to make determination, additional information required, etc.).

## VII. RECONSIDERATION

If the employee wishes to ask the Director to reconsider a decision on a Reasonable Accommodation request, the request shall be addressed to the Director within ten (10) working days of notification of the decision. The request shall include the reasons for the request and, if appropriate, alternative suggestions for reasonable accommodations. A decision shall be made and the employee notified within ten (10) working days of receipt of the request. The decision constitutes the final administrative action of ILDCEO on the request.

## VIII. IMPLEMENTATION

- A. When implementing the approved request, the appropriate Deputy Director shall provide the following:
  - 1. If the requested accommodation is within the restructuring or modification category, the job will be modified/restructured with assistance from the Deputy Director, DCEO Office of Human Resources. When the supervisor, manager, appropriate Deputy Director and employee are all in agreement, the supervisor shall provide the accommodation; or,
  - 2. if the requested accommodation is of a technological/accessibility or assistive care nature, the appropriate Deputy Director will coordinate purchase of equipment or devices, or initiate contracts, with DCEO's ADA Coordinator within the DCEO Office of Human Resources. An employee who has been denied accommodation has the right to file a complaint at the state level with the Illinois Department of Human Rights within 180 days of the denial of the request. An employee may also have the right to file a complaint with the U.S. Equal Employment Opportunity Commission, once the EEOC rules implementing the Americans with Disabilities Act become effective July 21, 1990, as amended by the ADAAA of 2008.

B. Expenditure Procedures

1. In carrying out its expenditure obligation responsibilities, the Division of Financial Management relies on DCEO business unit managers to obtain all required approvals before making a commitment for expenditure of agency funds, to ensure that all purchases are consistent with State of Illinois and DCEO's procurement policies and procedures, and to initiate the steps required to encumber the funds through the Expenditure Planning and Control (EPC) system.
2. As part of the process for purchasing goods or services using agency funds, DCEO managers are required to initiate an entry for the planned purchase into the EPC system to commit the funds within DCEO's accounting system. Depending on the type of purchase, the business unit is also required to produce and approve an expenditure authorization (EA) document such as:
  - Contract Obligation (COs)
  - Data Processing Contract Obligations (DPs)
  - Purchase Requisitions (PRs)
3. In general, goods under \$10,000 and professional services not exceeding \$5,000 are procured on either a purchase requisition (non-EDP goods) or an EDP Purchase Request; any purchase exceeding those thresholds must be procured on a contract.
4. All expenditure authorization documents or contracts regarding reasonable accommodation requests should clearly reflect within the document that it is in fact a "reasonable accommodation" purchase.

## PROCEDURES FOR DETERMINATION AND PROCUREMENT OF SPECIFIC SERVICES

### A. Interpreter Services

#### 1. Duties

In situations where other alternative accommodations (e.g., job restructuring, providing a telephone device for the deaf) are insufficient to allow the employee to perform essential job functions, the employee may request that services of a qualified sign language interpreter as a reasonable accommodation.

The duties of such a sign language interpreter may include the provision of sign language interpretation for office activities and meetings, conferences and training sessions, and telephone communications. The employee's immediate supervisor is responsible for the determination of work relatedness.

The provision of sign language interpretation to and from the work site, during meals or non-work related activities, is not the responsibility of ILDCEO. Payment for these activities is the responsibility of the employee.

#### 2. Procurement

Depending upon the nature of the request and if the request is approved, the Department will make every attempt to fulfill this request using internal sources. Otherwise, the Department will attempt to fulfill the request using appropriate outside sources.

### B. Driver Services

#### 1. Duties

Many positions require travel for the performance of essential job functions. When providing reasonable accommodation, the use of specialized public transit, more flexible time schedules, or limiting or eliminating travel requirements should be considered. In some cases, however, the provision of a driver may be necessary to enable the employee to meet more extensive travel requirements.

Transportation of the employee or driver to and from the work site, meals or non-work related activities is not the responsibility of ILDCEO. Payment of these costs is the responsibility of the employee.

#### 2. Procurement

Depending upon the nature of the request and if the request is approved, the Department will make every attempt to fulfill this request using internal sources. Otherwise, the Department will attempt to fulfill the request using appropriate outside sources.

## C. Reader Services

### 1. Duties

Numerous technological advancements have made possible the development of devices designed to allow visually impaired persons the benefit of written communications. The Opticon, the Kurzweil Reader, Braille printers and typewriters, tape recording devices and reading aids are examples of these accommodations. Reader services include the reading of work-related materials to allow the employee to perform essential job functions.

### 2. Procurement

Depending upon the nature of the request and if the request is approved, the Department will make every attempt to fulfill this request using internal sources. Otherwise, the Department will attempt to fulfill the request using appropriate outside sources.

## D. Attendant Services

### 1. Duties

In situations where alternative accommodations (e.g., job restructuring, technology) are insufficient to allow the employee to perform essential job functions, the employee may request, as a reasonable accommodation, the services of an attendant. The duties of such an attendant may include:

- a. physical assistance in telephone use and setting up assistive devices or other office equipment;
- b. physical assistance in transferring to and from the transportation modes and other assistance in the performance of job duties on travel status; and,
- c. other assistance directly related to their job duties.

The transportation of the employee or attendant to and from the work site, meals, or non-work-related activities is not the responsibility of IDCEO. Payment for these activities is the responsibility of the employee.

### 2. Procurement

Depending upon the nature of the request and if the request is approved, the Department will make every attempt to fulfill this request using internal sources. Otherwise, the Department will attempt to fulfill the request using appropriate outside sources.

## X. VOUCHERING OF REASONABLE ACCOMMODATION EXPENDITURES

A payment to vendors or reimbursements to employees must be requested by the payee on an invoice. When the invoice is received in Financial Management, it is matched to the appropriate EA, and we prepare a C-13 Invoice (See p. 36x). The C-13 must be signed by two persons in the approving Bureau; one of these is the Head of Unit. Approved vouchers are submitted to the Illinois Office of the Comptroller for issuance of a warrant to the payee.





## State of Illinois Reasonable Accommodation Request for Employees

Pursuant to the requirements of state and federal laws, a qualified individual with a disability has the right to request reasonable accommodation in conjunction with his or her employment. Reasonable accommodation means a modification to application procedure, access to the work site, and adjustment to the work process or work schedule that would enable a person with a disability to perform a particular job. Employers are not required to provide accommodations that would impose undue hardship on the operations of their programs. The procedures for accommodation request appear on the back of this form. Completed accommodation request forms should be submitted to the immediate supervisor, with a copy to the agency's EEO/AA Officer and/or the ADA Coordinator. The agency EEO/AA Officer and/or the ADA Coordinator can respond to questions about the accommodation process.

Name	Job Title	Division	Telephone Number
Functional Limitations			

SPECIFY TYPE OF ACCOMMODATION NEEDED AND PROVIDE A DETAILED DESCRIPTION OF THE ITEM REQUESTED – PLEASE BE SPECIFIC

- ☐ Purchase or modification of equipment or devices \_\_\_\_\_
- ☐ Job restructuring or task modification \_\_\_\_\_
- ☐ Provision of reader, sign language interpreter or personal assistant \_\_\_\_\_
- ☐ Structural modification to work site or facility \_\_\_\_\_
- ☐ Modification of work schedule or leave policy \_\_\_\_\_
- ☐ Modification of examinations, training materials or personal assistant \_\_\_\_\_
- ☐ Reassignment to vacant position \_\_\_\_\_
- ☐ Other \_\_\_\_\_

### Narrative Explanation

Describe how your functional limitation interferes with performance of a particular duty or participation in an activity sponsored by the employer. Explain how the requested accommodation would be used to enhance job performance or would allow you to participate in an employer-sponsored activity. (Use additional sheets if necessary)


Employee's Signature	Date
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RAC Recommendation (RAC's initials _____)	<input type="checkbox"/> Grant <input type="checkbox"/> Deny	<input type="checkbox"/> Date _____ Return for _____
Chief Executive Officer's Final Action (CEO's initials _____)	<input type="checkbox"/> Grant <input type="checkbox"/> Deny	<input type="checkbox"/> Date _____ Return for _____
Remarks _____		



## Accommodation Request Procedures for Employees

The following procedures should be followed in processing reasonable accommodation requests from employees. The agency EEO/AA Officer and/or the ADA Coordinator can provide guidance on the accommodation process.

1. The employee shall submit a completed reasonable accommodation request form to his or her immediate supervisor and give a copy of the form to the agency EEO/AA Officer and/or the ADA Coordinator. The employee should retain a copy of this information in his or her files.
2. Once received, the supervisor shall review the request form for completeness and, in consultation with the EEO/AA Officer and/or the ADA Coordinator, determine whether medical documentation is needed to either establish the presence of a disability or determine an appropriate accommodation. If documentation is needed, the agency should narrowly tailor its request to the issues of whether the employee has a disability under the law and how he or she can be accommodated. The employee should be asked to complete a medical release form (also narrowly tailored), if the agency has additional questions upon review of the medical documentation. When necessary, the employee should be asked to provide documentation to address these issues.
3. Upon receipt of necessary documentation, the supervisor shall make a recommendation, in writing, to the Division Manager within five (5) working days.
4. The Division manager shall review the supervisor's recommendation and make a recommendation to the Reasonable Accommodation Committee (RAC) within five (5) working days of receipt of the supervisor's recommendation. The Division Manager shall forward his/her recommendation along with the original reasonable accommodation request form and all documentation to the agency's EEO/AA Officer and/or the ADA Coordinator.
5. The EEO/AA Officer and/or the ADA Coordinator shall convene a meeting of the Reasonable Accommodation Committee within ten (10) working days of receipt of the Division Manager's recommendation. The RAC shall review the accommodation request. Once the Committee's review is complete, the Committee's recommendation shall be submitted to the Director within five (5) working days of the Committee's review for the Director's approval or denial.
6. The Director shall review the RAC's recommendation and shall render a decision of denial or approval within five (5) working days of receipt from the RAC.
7. Provided that appropriate documentation has been submitted, the EEO/AA Officer and/or the ADA Coordinator shall inform the employee in writing of the agency's decision to grant or deny the request within thirty (30) working days of receipt of the completed request form and any necessary medical documentation. A copy of the response will also be sent to the supervisor.
8. If the Director approves the accommodation request, the agency shall take appropriate action to comply with the accommodation request. Approved accommodation requests shall be implemented as soon as possible. Please note that the agency may offer alternative suggestions providing an equally effective accommodation to remove the workplace barrier in question.
9. Reconsideration: If an employee wishes to ask the Director to reconsider a decision on a reasonable accommodation request, a written request shall be addressed to the Director within ten (10) working days of notification of the decision. The reconsideration request shall include the reasons that a reconsideration is being requested and, if appropriate, alternative suggestions for reasonable accommodation. After a complete review of the matter, a decision shall be made and the employee shall be notified. The Director's decision on this recommendation shall constitute the final internal action by the Department on the accommodation request.
10. An employee who has been denied accommodation has the right to file a complaint at the state level with the Illinois Department of Human Rights within 180 days of the denial of the request. An employee may also have the right to file a complaint with the U. S. Equal Employment Opportunity Commission (EEOC) within 300 days.
11. The EEO/AA Officer and/or the ADA Coordinator shall document any action taken on a reasonable accommodation request where indicated on the request form and shall retain completed accommodation request forms one year following final action in the matter.





## State of Illinois Reasonable Accommodation Request for Applicants

Pursuant to the requirements of state and federal laws, a qualified individual with a disability has the right to request reasonable accommodation in conjunction with his or her employment. Reasonable accommodation means a modification to application procedure, access to the work site, and adjustment to the work process or work schedule that would enable a person with a disability to perform a particular job. Employers are not required to provide accommodations that would impose undue hardship on the operations of their programs. The procedures for accommodation request appear on the back of this form. Completed accommodation request forms should be submitted to the interviewing officer. The agency EEO/AA Officer and/or the ADA Coordinator can respond to questions about the accommodation process.

Name:	Interviewing Agency:
Home Address:	
Telephone:	Functional Limitations:

### Type of Accommodation Needed

- ☐ Sign Language Interpreter for the Employment Interview
- ☐ Reader Service
- ☐ Accessible Interviewing Site
- ☐ Re-formatting of Examinations for Learning Disabled Applicant
- ☐ Examination Markers for Applicants with Limited Manual Dexterity
- ☐ Other (indicate type of accommodation needed) \_\_\_\_\_

### Narrative Explanation

Describe how your functional limitation interferes with a portion of the preemployment process, e.g., applying, testing or interviewing. Explain how the requested accommodation would be used to enable you to complete the application process. (Use additional sheet if necessary).

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Applicant's Signature:	Date:
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### Agency Action

Interviewing Officer's Determination ☐ Grant ☐ Deny

Remarks (If denied, provide explanation) \_\_\_\_\_

### Final Agency Approval

Signature:	Date:
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## Accommodation Request Procedures for Applicants

Qualified applicants and employees with disabilities have the right to request reasonable accommodation under the law. Applicants may request accommodation to any stage of the application process, including the employment application, examination procedure or interviewing process. Note that the Department of Central Management Services is responsible for accommodations to its testing procedures.

Once an individual with a disability has been hired, he or she has the right to request accommodation to the work site, work schedule or work process that would enable him or her to perform the job in question. Procedures for applicants to follow in making an accommodation request are listed below. The EEO/AA Officer and/or the ADA Coordinator can provide additional information about the accommodation process within their agencies.

### Procedures:

1. Applicants may request accommodations to the application process orally or in writing (either through correspondence or the use of the accommodation request form for applicants). If the request is made orally or through written correspondence, the agency EEO/AA Officer and/or the ADA Coordinator will complete accommodation request forms in the matter for purposes of processing and documenting the request.
2. Applicants shall submit accommodation requests to the interviewing officer. The interviewing officer should provide a copy of the form to the EEO/AA Officer and/or the ADA Coordinator. In cases where the EEO/AA Officer and/or the ADA Coordinator completes the form for the applicant with a disability, the EEO/AA Officer and/or the ADA Coordinator shall submit completed forms to the interviewing officer and retain a copy for him or herself.
3. A response to the request will be provided to the applicant within five days following receipt of the request by the interviewing officer.
4. If it is within the bounds of the authority of the interviewing officer to grant the request and he or she believes it to be reasonable, the accommodation will be provided. Information regarding the type of accommodation provided will be sent to the EEO/AA Officer and/or the ADA Coordinator.
5. If another official within the agency must be consulted in order for the accommodation to be provided, he or she will determine whether the agency will grant the request.
6. If the agency denies the request, the applicant has the right to file an internal complaint with the EEO/AA Officer and/or the ADA Coordinator and/or external complaint with the Illinois Department of Human Rights within 180 days of the denial. An applicant may also have the right to file a complaint with the U. S. Equal Employment Opportunity Commission (EEOC) within 300 days.



**DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY**  
**EVACUATION PROCEDURES FOR THE DISABLED**

The DCEO Agency-wide EO Compliance Manager will monitor the On-line Disability Survey website for employees who have indicated their need of assistance during a workplace emergency evacuation. Such information will also be forwarded, in a confidential manner, to DCEO Safety personnel.

Springfield Offices  
500 East Monroe and 607 East Adams

DCEO Springfield Fire Wardens will be responsible for proper evacuation of disabled personnel on each floor. If no sign of immediate danger is detected, these individuals will be evacuated to the inner halls of their floor. The DCEO Springfield Fire Wardens or DCEO staff assigned to assist the disabled will remain with disabled staff until further instruction is received from the fire department. Elevators will not be used to evacuate unless under the direction of the fire department. The fire department will be responsible for notification of “all clear” after evacuation.

Chicago Office  
James R. Thompson Center/ 3<sup>rd</sup> Floor

DCEO Chicago Fire Wardens will be responsible for proper evacuation of DCEO disabled personnel on the 3<sup>rd</sup> floor. To ensure the safe staging of DCEO disabled personnel until the CMS Police arrive or assistance from Chicago fire department arrives, the DCEO Chicago Fire Warden or DCEO staff assigned to assist the disabled will provide assistance and remain with disabled staff until safe evacuation. All disabled DCEO personnel requiring assistance will stage in the vending/lounge area on the 3<sup>rd</sup> floor (3-16) and will be evacuated as directed by the fire department.

Marion Office  
2309 Main Street

DCEO Marion Fire Wardens will be responsible for proper evacuation of disabled personnel on the main floor of the Marion Office. The DCEO Marion Fire Wardens will assist and remain with DCEO disabled staff until further instruction is received from the fire department.

## **AMERICAN WITH DISABILITIES ACT GRIEVANCE PROCEDURE**

Copied from the 4 ILLINOIS ADMINISTRATIVE CODE, CH. XX, SEC. 575

### **TITLE 4: GRIEVANCE PROCEDURES**

#### **CHAPTER XX: PART 575**

#### **AMERICANS WITH DISABILITIES ACT GRIEVANCE PROCEDURE**

##### **Section**

575.10 Purpose

575.20 Definitions

575.30 Informal Resolution

575.40 Grievances

575.50 Final Review

575.60 Case-by-Case Resolution

**AUTHORITY:** Implementing Title II, Subtitle A of the Americans With Disabilities Act of 1990 (42 U.S.C. 12131-12134), as amended in 2008 and Section 35.107 of the Equal Employment Opportunity Commission's rules entitled "Nondiscrimination on the Basis of Disability in State and Local Government" (28 CFR 35.107) and authorized by Section 46.42 of the Civil Administrative Code of Illinois (Ill. Rev. Stat. 1991, ch. 127, par. 46.42).

**SOURCE:** Adopted at 16 Ill. Reg. 14621, effective September 14, 1992.

#### **Section 575.10 Purpose**

Pursuant to Title II, Subtitle A of the Americans With Disabilities Act of 1990 (ADA) (42 U.S.C. 12131-12134), as amended by the ADAAA of 2008 and Section 35.107 of the Equal Employment Opportunity Commission's rules entitled "Nondiscrimination on the Basis of Disability in State and Local Government Services" (28 CFR 35.107), this Part establishes a grievance procedure for the prompt and equitable resolution of complaints regarding discrimination on the basis of a disability against the Department of Commerce and Economic Opportunity (Department) and/or entities which administer programs, services or activities on behalf of the Department under a contract, a grant or any other legally binding agreement. However, Title II and this Part do not apply to private entities unless they are legally obligated to administer a program, service or activity on the Department's behalf.

#### **Section 575.30 Informal Resolution**

The Department and/or entities which administer programs, services or activities on behalf of the Department under a contract, a grant or any other legally binding agreement shall make every effort to informally resolve complaints under the ADA before they become grievances, in accordance with 28 CFR 35.176.

## **Section 575.40     Grievances**

- a) **Who May File a Grievance.** A grievance may be filed by any individual who believes that he or she or a specific class of individuals has been subjected to discrimination on the basis of disability by the Department and/or an entity which administers programs, services or activities on behalf of the Department under a contract, a grant or any other legally binding agreement.
- b) **Filing Grievance.** A grievance shall be filed with the Department not later than 180 calendar days from the date of the alleged discrimination. The complaint shall be submitted on the Department's grievance form which can be obtained by contacting the Department's designated coordinator. The grievance form shall be sent by certified mail, receipt requested within 5 working days after receipt of the request.
  - 1) The grievance form shall include:
    - A) The complainant's name, address and telephone number;
    - B) The best means and time for contacting the complainant;
    - C) The program, service or activity which was denied the complainant or in which alleged discrimination occurred;
    - D) Date of alleged discrimination;
    - E) Nature of alleged discrimination;
    - F) Dated signature of complainant, certifying that he/she is qualified or otherwise eligible to participate in the program, service or activity and that all information on the form is true to the best of the complainant's knowledge and belief.
  - 2) If the grievance is based on the denial of a requested reasonable modification, the following information shall also be completed on the form.
    - A) Reasonable modification requested;
    - B) Date reasonable modification was requested;
    - C) Person to who request was made;
    - D) Estimated cost of modification (if no);
    - E) Why the requested modification is necessary to use or participate in the program, service or activity;
    - F) Alternative modifications which may provide accessibility; and
    - G) Any other information complainant believes will aid in a fair resolution of the grievance.
- c) **Resolution of Conflict.** The Designated Coordinator shall investigate the grievance and, based upon the information obtained during the investigation and the information submitted by the complainant on the grievance form, shall render a written decision to the complainant and the Director within 10 working days after receipt of the grievance form.

## **Section 575.50 Final Review**

- a) If the grievance is not resolved by the Designated Coordinator to the satisfaction of the complainant, the complainant may submit a written request for final review to the Director within 10 business days after receipt of the Designated Coordinator's response. The request shall include the reason for dissatisfaction with the response, and if desired, a request for an appearance before the Director, and the name of the representative who will appear on complainant's behalf.
- b) Upon receipt of a request for final review, the Director shall appoint a three-member review panel comprised of a legal counsel for the Department, the Deputy Director of the bureau within the Department which administers the program, service or activity in question, and the Department's Human Resources Manager.
- c) The Director shall acknowledge in writing the receipt of a request for final review within 10 working days after receipt of the request. If an appearance has been requested, the written acknowledgment shall include a date, time and location for the appearance which shall be no later than 15 working days after the acknowledgment was postmarked.
- d) The panel shall review the Designated Coordinator's written response and the complainant's reason for dissatisfaction with the response, and take any oral or written testimony that it deems necessary to resolve the matter in accordance with the ADA. If the complainant has requested an appearance in accordance with subsection (a) of this complainant and/or his or her representative.
- e) Within 10 working days after the final review, the panel shall prepare a written recommendation to the Director. All recommendations shall include the reasons for such recommendations and shall be signed by the concurring panel members. A dissenting member of the panel shall make a recommendation to the Director in writing and state the reason for the dissent.
- f) Upon receipt and review of the panel's recommendation and review of the record, the Director shall render a written decision either approving, disapproving or modifying the panel's recommendation, and state the basis for his decision, and cause a copy of the decision to be rendered on the parties. The Director's decision shall be final and shall be issued no later than 10 working days after the date of the panel's recommendation.
- g) All written correspondence, documents and materials relating to the complaint shall be maintained in accordance with the State Records Act (Ill. Rev. Stat. 1991, ch. 116, par. 43.3 et seq.) or as otherwise required by law.

## **Section 575.60 Case-by-Case Resolution**

Each grievance involves a unique set of factors that includes, but is not limited to: the specific nature of the program, service or activity at issue; the health and safety of others; and whether an accommodation would constitute a fundamental alteration to the program, service or activity or undue hardship on the Department. Accordingly, termination of a grievance at any level, whether through the granting of relief or otherwise, shall not constitute a precedent on which any other complainants should rely.



**ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY**  
**AMERICANS WITH DISABILITIES**  
**GRIEVANCE FORM**

Name:

Address:

City, State and Zip Code:

Telephone No:

Best means/time to contact grievant

Program, Service, or Activity to which access was denied or in which alleged discrimination occurred:

Date of Alleged Discrimination:

Nature of Alleged Discrimination:

I certify that I am qualified or otherwise eligible to participate in the program, service or activity and the above statements are true to the best of my knowledge and belief.

---

Signature

Date

Please submit the completed form to Kent Bozarth, Americans with Disabilities Act Coordinator, 500 East Monroe Street, R-1, Springfield, Illinois 62701-1643. It is the policy of the Illinois Department of Commerce and Economic Opportunity to provide assistance in filling out the form upon request.



**Illinois**  
**Department of Commerce**  
& Economic Opportunity

Pat Quinn, Governor

## SECTION 6

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## **APPLICABLE EEO LAWS**

The Federal and State Civil Rights law, rules, regulations, executive orders that impact the Department of Commerce and Economic Opportunity are identified below. Where there is a discrepancy between Federal, State or Local law - Federal law supersedes the latter two, unless State or Local law is more stringent.

### **FEDERAL LAW:**

#### **U.S. Constitution: Thirteenth Amendment (1865)**

states: "Neither slavery nor involuntary servitude, except as a punishment for crime whereof the party shall have been duly convicted, shall exist within the U.S., or any place subject to their jurisdiction."

#### **U.S. Constitution: Fourteenth Amendment (1868)**

states: "All persons born or naturalized in the U.S., and subject to the jurisdiction thereof, are citizens of the U.S. and of the State wherein they reside. No State shall make or abridge the privileges or immunities of citizens of the U.S.; nor shall any State deprive any person of life, liberty, or property, without due process of law; nor deny to any person within its jurisdiction the equal protection of the laws."

#### **The Civil Rights Act of 1866:**

"All persons within the jurisdiction of the U.S. shall have the same right in every State and Territory to make and enforce contracts, to sue, be parties, give evidence, and to the full and equal benefit of all laws and proceedings for the security of property as is enjoyed by white citizens..." (enacted by Congress pursuant to the enabling provision contained in Section 2 of the 13th Amendment.)

#### **The Civil Rights Act of 1870:**

"All citizens of the U.S. shall have the same right, in every State and Territory, as is enjoyed by white citizens thereof to inherit, purchase, lease, sell, hold and convey real and personal property."

### **The Civil Rights Act of 1871:**

"Every person, who, under color of any statute, ordinance, regulation custom or usage, of any State or Territory, subjects, or causes to be subjected, any citizen...to the deprivation of any rights, privileges or immunities secured by the Constitution and laws, shall be liable to the person injured..." (enacted by Congress pursuant to the enabling provision in Section 5 of the 14th Amendment.)

### **The Civil Rights Act of 1964, as amended**

This Act is the most comprehensive statute on Civil Rights ever enacted in the U.S. It bans discrimination in voting rights, public accommodations, public education and federally assisted programs.

#### **Title VI**

"No person in the U.S. shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal Financial Assistance."

#### **Title VII**

"It is unlawful for any employer with 15 or more employees to discriminate in employment on the basis of race, color, religion, sex and national origin." Nor can an employer limit, segregate or classify employees or applicants by race, color, religion, sex or national origin in any way that would adversely affect their employment status."

It is unlawful under the Act to retaliate against a person who has openly opposed an employer's discriminatory practices or who has filed a charge or assisted in an investigation of a charge.

**The Equal Employment Opportunity Act of 1972** is an amendment to the Civil Rights Act of 1964. This Civil Rights Act was amended by making two significant changes: 1) to provide the U.S. Equal Employment Opportunity Commission (EEOC), the agency empowered to administer the law, the authority to enforce its provisions in federal court; and 2) to extend EEOC's jurisdiction to include public employers with 25 or more employees as well as private employers with 15 or more employees. This amendment adds sex and religion to the Title VII portion and extends Equal Employment Opportunity (EEO) to state, local and municipal organizations, all employment agencies (private and public) and to labor organizations. This Act empowers EEOC to bring civil action against any organization, which is alleged to be practicing discrimination. The Act also gives the right to an individual to take a complaint directly to a court of law.

**In 1975 the Civil Rights Act was amended** by modifying Sec. 705(e) as it relates to the duties of the EEOC when preparing its report to the Congress and President, at the close of each fiscal year, to not only provide the action the commission has taken; but to also include the names, salaries, and duties of all individuals in its employ and the monies it has disbursed.

**The Pregnancy Discrimination Act of 1978** amends Title VII of the Civil Rights Act to prohibit sex discrimination based on pregnancy. It required that women who were temporarily disabled due to pregnancy, childbirth and related medical conditions be provided the same benefits as those provided other disabled workers.

**In 1980 the Civil Rights Act was amended** by modifying Sec. 717(a) to include the General Accounting Office (GAO) under the coverage of the law.

### **The Civil Rights Act of 1991**

The purpose of the Civil Rights Act of 1991 expands the protections afforded individuals under the Civil Rights Act of 1964. It protects against and deters unlawful discrimination and harassment in employment. In addition, it reverses several Supreme Court decisions that weakened federal anti-discrimination laws.

The most significant aspects of the law include the following:

**Seniority Systems** - for the purpose of filing a complaint, the statutes of limitations begin to run when the seniority system is adopted, when an individual becomes subject to the system, or when the individual is injured by the application of/or provisions of the system.

**Glass Ceiling** - establishes a Glass Ceiling Commission which will conduct a study and make recommendations on the elimination of barriers to advancement of women and minorities.

**Consent Decrees** - bars challenges, under certain circumstances, to legitimate consent judgments or orders resolving employment discrimination claims.

**Jury Trials** - when compensatory or punitive damages are sought under Title VII, the ADA or the federal employment provisions of Rehabilitation Act of 1973, any party may demand a jury trial.

**Compensatory and Punitive Damages** - the amount of damages that may now be awarded for future pecuniary losses, emotional pain, suffering, inconvenience, mental anguish, or loss of employment, is limited to a maximum of \$300,000.

**Other Monetary Awards** - back pay and interest on back pay.

**Fees for Experts** - permits the inclusion of expert witness fees as part of an attorney's fee award.

**Title I of the Civil Rights Act of 1968** provides for criminal penalties for interference with an individual's employment rights due to his/her race, color, religion or national origin.

**Title IX of the Education Amendments of 1972**, as amended, prohibits discrimination on the basis of sex in all education programs or activities receiving federal financial assistance.

**The Age Discrimination in Employment Act of 1967, as amended** prohibits arbitrary discrimination against persons 40 years of age or older. This law is administered by EEOC.

**The Age Discrimination Act of 1975**

This act prohibits unreasonable discrimination on the basis of age in programs or activities receiving Federal financial assistance, including programs or activities receiving funds under the State and Local Fiscal Assistance Act of 1972. This Act has no lower age limit and is administered by the Office of Civil Rights (OCR).

**Age Discrimination in Employment Waiver Protection Act of 1989**

This bill, SB54, as amended, will alter the Age Discrimination in Employment Act of 1967 to ensure that older workers are not coerced or manipulated into waiving their rights to seek legal relief under the ADEA. The Waiver Protection Act provides that older workers may waive their ADEA rights in the absence of supervision only when settling a bona fide claim of age discrimination, which originated either by filing a charge with the EEOC, initiating a court action, or making a written allegation directly to the employer. Once there is a bona fide claim, the individual may settle the claim and waive ADEA rights without federal supervision as part of the settlement, provided certain basic protections are present when the waiver is executed.

**The Rehabilitation Act of 1973**

This Act prohibits discrimination against people with physical and mental disabilities except where the disability would prevent them from performing the major duties of the job. It also provides for affirmative action in the employment and advancement of qualified disabled people.

**Section 503** requires federal contractors and their subcontractors to undertake affirmative action in the employment of qualified disabled individuals. The Office of Federal Contract Compliance Programs (OFCCP) and the U.S. Department of Labor issued administrative guidelines and is responsible for enforcing and monitoring compliance.

Back pay awards may be ordered in Section 503 suits.

**Section 504** requires recipients of federal financial assistance to provide equal employment opportunity and equal service access to qualified disabled individuals. Executive Order 12250 requires each federal agency granting funds to issue Section 504 regulations and authorizes the Justice Department to coordinate Section 504 implementation. Section 504 is enforced by the agency providing the federal funds in question.

The Rehabilitation Act requires employers to "make reasonable accommodations to the physical and mental limitations" of employees and applicants who may be disabled. This obligation includes both alterations in physical facilities and modifications in the structure or scheduling of a job.

**Americans with Disabilities Act of 1990, as amended by the Americans with Disabilities Amendments Act of 2008** Congress enacted the Americans with Disabilities Act of 1990 ("the ADA") to eliminate discrimination against individuals with disabilities in the areas of employment, public accommodations, education, transportation, communication, recreation, institutionalization, health services, voting, and access to public service. Title I of the ADA prohibits discrimination in employment against individuals with disabilities and establishes the standards governing an employer's affirmative duty to accommodate an individual with a disability. Title II of the ADA prohibits discrimination against individuals with disabilities by state and local governments. The ADA Amendments Act of 2008 broadens the coverage of "disability" and thereby brings more individuals under the protection of the law. EEOC issued new regulations under this Act.

**Vietnam Era Veterans Readjustment Act of 1974**

This federal law requires employers to provide equal opportunity to Vietnam veterans and to disabled veterans of any war and to take affirmative action to ensure such opportunities.

**The Equal Pay Act of 1963, as amended**

This Act provides that an employer may not discriminate on the basis of sex by paying employees different wages for doing equal work on jobs requiring equal skills, effort and responsibility, and which are performed under similar working conditions in the same establishment. The Act also prohibits reducing any employee's wage in order to come into compliance with the Act.

In general, any employee who is covered by the minimum wage provisions of the Fair Labor Standards Act (FLSA) is protected by this Act. In addition, the Act was amended in 1972 to include some employees not covered by the FLSA, such as executives, administrators, professionals, etc. Violation of this law, if determined to be intentional, can result in a back pay award covering a period which begins three years prior to the date of filing and ends when the award is made.

Under the law, employers may have differences in wage rates based on: (1) a seniority system; (2) a merit system; (3) a system which measures earnings by quantity or quality of production, e.g., piece rate; (4) any other bona fide differential.

This Act is enforced by the Equal Employment Opportunity Commission (EEOC.)

**Intergovernmental Personnel Act of 1970**

This Act ensures the fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex or religious creed and with proper regard for their privacy and constitutional rights as citizens. The United States Civil Service Commission (USCSC) administers the Act. USCSC may recommend remedial action, including the termination of grants to states and local governments after they have been given reasonable notice and an opportunity for a hearing, if the program fails to comply with the provisions of the Act. However, actual enforcement authority rests with the grantor agency.

## **The Family and Medical Leave Act (FMLA) of 1993**

On February 6, 2013, the U.S. Department of Labor issued new Family and Medical Leave Act (FMLA) regulations that take effect on March 8, 2013. Most of the new regulations relate to the FMLA's military leave provisions, but they also make other minor changes and clarifications. The regulations also require covered employers (those with 50 or more employees) to post a new, updated poster by March 8, 2013. Employers should also review their existing FMLA policies to ensure they are up to date.

This act requires employers to provide up to 12 weeks of unpaid job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours during the year preceding the start of the leave, and be employed at a worksite where the employer employs at least 50 employees within a 75-mile radius. The U. S. Department of Labor's Wage and Hour Division is authorized to investigate and resolve complaints of violations. Unpaid leave must be granted for any of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Section 585(a) of the National Defense Authorization Act (NDAA) amended the FMLA to provide eligible employees working for covered employers two important leave rights related to military service:

**Qualifying Reason for Leave.** Eligible employees are entitled to up to 12 weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.

**Leave Entitlement.** An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during "a single 12-month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

**Section 3 of the Housing and Urban Development Act of 1968**, as amended, provides that opportunities for training and employment funded by Community Development Assistance Program (CDAP) projects be given to lower income residents within the same location of the project. Also, contracts will be awarded to business concerns located within the same project area.



**Section 109 of the Housing and Urban Development Act of 1974**, as amended, provides that no person shall be excluded from participation, denied program benefits, or subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

**Uniformed Services Employment and reemployment Rights Act (USERRA)**

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services. The US Department of Labor, Veterans Employment and Training Services (VETS) are authorized to investigate and resolve complaints of USERRA violations.

**GENETIC INFORMATION NONDISCRIMINATION ACT OF 2008**

This law makes it illegal to discriminate against employees or applicants because of genetic information. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about any disease, disorder or condition of an individual's family members (i.e. an individual's family medical history). The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

**EXECUTIVE ORDERS**

**Executive Order 11063**

This order provides that no person shall, on the basis of race, color, creed or national origin, be discriminated against in the provisions, rehabilitation or benefits of housing financed through Federal financial assistance.

**Executive Order 11141**

This Presidential Executive Order declares it a policy of the Executive Branch that government contractors not discriminate on the basis of age.

**Executive Order 11246**

This Presidential Executive Order has the force of law, requiring governmental contractors to have written Affirmative Action Plans and to set goals and time tables for increasing the representation of women and minorities in their workforce if they have been underutilized in the past.

**Executive Order 11375**

This Order expanded the coverage of Executive Order 11246 to include discrimination on the basis of sex.

**The Drug-Free Workplace Act of 1988**

This law prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances at the workplace, or while conducting business of the state.

## **STATE**

### **Illinois Human Rights Act of 1980, amended 2012**

An Act to promote the public health, welfare, and safety of the people of the state of Illinois by preventing unlawful discrimination in employment, real property transactions, access to financial credit, and public accommodations, by authorizing the creation of a Department of Human Rights to enforce the Act, and a Human Rights Commission to adjudicate allegations of unlawful discrimination, and by making uniform the law with reference to unlawful discrimination through the additional amendments and repeal of various Acts:

- (A) Freedom from Sexual Harassment in Employment and Unlawful Discrimination and Sexual Harassment in Higher Education. To secure for all individuals within Illinois the freedom from discrimination because of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, or unfavorable discharge from military service in connection with employment, real estate transactions, access to financial credit, and the availability of public accommodations.
- (B) Equal Opportunity /Affirmative Action. To establish Equal Opportunity and Affirmative Action as the policies of this state in all of its decisions, programs, and activities, and to ensure that all state departments, boards, commissions, and instrumentalities rigorously take affirmative action to provide equality of opportunity and eliminate the effects of past discrimination in the internal affairs of state government and in their relations with the public.

(Illinois Revised Compiled Statutes, Chapter 775 ILCS 5/1-101 et seq.)

### **Public Act 86-1411 - Supported Employees Act**

A "supported employee" means any individual who:

- A) "Has a severe physical or mental disability which seriously limits functional capacities including but not limited to mobility, communication, self-care, self-direction, work tolerance, or work skills, in terms of employability as defined, determined and certified by the Department of Rehabilitation Services;" and
- B) "Has one or more physical or mental disabilities resulting from amputation; arthritis; blindness; cancer; cerebral palsy; cystic fibrosis; deafness; heart disease; hemiplegia; respiratory or pulmonary dysfunction; mental retardation; mental illness; multiple sclerosis; muscular dystrophy; musculoskeletal disorder; neurological and other spinal cord conditions; including stroke and epilepsy; paraplegia; quadriplegia and other spinal cord conditions; sickle cell anemia; and end-stage renal disease; or another disability or combination of disabilities determined on the basis of an evaluation of rehabilitation potential to cause comparable substantial functional limitation."

The program also requires "state agencies, which fail to meet their Affirmative Action and Equal Employment Opportunity goals by Equal Employment Opportunity job category, to establish necessary training programs for preparation and promotion of the job category of individuals affected by the failure. An agency required to establish training programs under this subsection shall do so in cooperation with the Department of Central Management Services as provided in Section 67.30 of the Civil Administrative Code of Illinois."

**Executive Order 15 (1999)**

This Order reaffirms a commitment to a quality and diversified workforce

The Order directs the Department of Human Rights, the Department of Central Management Services, the Department of Employment Security and other state agencies to develop a recruitment plan that will reach all populations during efforts to fill vacancies

Each agency will designate a management level person to be responsible for coordinating the recruitment efforts. The Department of Human Rights will be responsible for monitoring and assessing the agencies in their recruitment and hiring efforts and in reporting the information to the Governor on their progress

**Executive Order 16 (1999)**

This Order instructs the head of each state department to do the following:

1. Insofar as possible, provide a work environment that is free of sexual harassment.
2. Develop a policy on sexual harassment according to the guidelines established by the Governor's Office.
3. Disseminate this policy to all employees.
4. Provide a sexual harassment training program for all supervisors.



**Illinois**  
**Department of Commerce**  
& Economic Opportunity

Pat Quinn, Governor

## SECTION 7

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2309 West Main, Suite 118  
Marion, Illinois 62959-1180  
618/997-4394 • TDD: 800/785-6055

## HIRING MONITOR

Name of Agency: \_\_\_\_\_

City / County: \_\_\_\_\_

IDHR Region / (Facility): \_\_\_\_\_

EEO Job Category: \_\_\_\_\_

Title of Job to be filled: \_\_\_\_\_

Candidate's Name: \_\_\_\_\_

Position Number: \_\_\_\_\_

E-Par Number: \_\_\_\_\_

Bid Number: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

1. Is the EEO category underutilized?  If yes, indicate number for each group:

Women: \_\_\_\_\_ Black or African American: \_\_\_\_\_ Hispanic or Latino: \_\_\_\_\_

Asian: \_\_\_\_\_ American Indian or Alaskan Native: \_\_\_\_\_

Native Hawaiian or Other Pacific Islander: \_\_\_\_\_ Disabled: \_\_\_\_\_

2. Indicate: Race of person selected:

Sex:

Veteran:

Disability:

3. Number of individuals who applied or were on the list of eligible(s)

Total by Category	# Invited	# Interviewed	# Selected
Women	_____	_____	_____
Black or African American	_____	_____	_____
Hispanic or Latino	_____	_____	_____
Asian	_____	_____	_____
American Indian or Alaskan Native	_____	_____	_____
Native Hawaiian or Other Pacific Islander	_____	_____	_____
Disabled	_____	_____	_____
Veterans	_____	_____	_____

4. If no candidates from any of the underutilized groups appeared on the list, what efforts were made in the last six months to assist in the recruitment of candidates?

5. If the category is underutilized and a member of an affirmative action group applied and was not hired, give a detailed explanation for the hiring decision.

6. Was the position posted?

7. Name and position of person(s) who interviewed candidates.

8. Name and position of person(s) who recommended the selection of the candidate.

I have reviewed the eligibility list and:  with this hire. Remarks on reverse side.

\_\_\_\_\_  
EEO/AA Officer

\_\_\_\_\_  
Date

I approve of this hire

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

No appointment will be processed without this form. [DHR Rules and Regulations Section 2520.770(h)]

## PROMOTION MONITOR

Name of Agency: \_\_\_\_\_ Candidate's Name: \_\_\_\_\_  
City / County: \_\_\_\_\_ Position Number: \_\_\_\_\_  
IDHR Region / (Facility): \_\_\_\_\_ E-Par Number: \_\_\_\_\_  
EEO Job Category: \_\_\_\_\_ Bid Number: \_\_\_\_\_  
Title of Job to be filled: \_\_\_\_\_ Date of Promotion: \_\_\_\_\_

1. Is the EEO category underutilized?  If yes, indicate number for each group:
- Women: \_\_\_\_\_ Black or African American: \_\_\_\_\_ Hispanic or Latino: \_\_\_\_\_  
Asian: \_\_\_\_\_ American Indian or Alaskan Native: \_\_\_\_\_  
Native Hawaiian or Other Pacific Islander: \_\_\_\_\_ Disabled\*: \_\_\_\_\_

2. Indicate the race and sex of person promoted:

3. Number of individuals who applied or were on the list of promotable(s): \_\_\_\_\_

Total by Category	# Invited	# Interviewed	# Selected
Women	_____	_____	_____
Black or African American	_____	_____	_____
Hispanic or Latino	_____	_____	_____
Asian	_____	_____	_____
American Indian or Alaskan Native	_____	_____	_____
Native Hawaiian or Other Pacific Islander	_____	_____	_____
Disabled	_____	_____	_____
Veterans	_____	_____	_____

4. Did it change the employee's EEO Job Category?  If yes, from what EEO job Category?

5. If the category is underutilized and a member of an affirmative action group applied and was not promoted give a detailed explanation.

6. Was the position posted?

7. Name and position of person(s) who interviewed candidates.

8. Name and position of person(s) who recommended the selection of the candidate.

I have reviewed the eligibility list and:  with this promotion. Remarks on reverse side.

\_\_\_\_\_  
EEO/AA Officer Date

I approve of this hire

\_\_\_\_\_  
Chief Executive Officer Date

No appointment will be processed without this form. [DHR Rules and Regulations Section 2520.770(h)]

DHR-20 (Rev. June 2014)

**\*For EEO Monitoring purposes.**

## EXIT QUESTIONNAIRE

Instructions: This questionnaire will be provided to all employees at the time of their separation from the agency whether voluntary or involuntary. The completion of this questionnaire shall be at the employee's option. Please send the completed form in an envelope to the Equal Employment Opportunity Officer. The Equal Employment Opportunity Officer shall maintain a separate file of all forms for possible review by the Department of Human Rights.

Name \_\_\_\_\_ Sex: Male \_\_\_\_\_ Female \_\_\_\_\_ Age: \_\_\_\_\_

Disability: Yes \_\_\_\_\_ No \_\_\_\_\_ Race \_\_\_\_\_ Hispanic: Yes \_\_\_\_\_ No \_\_\_\_\_

Date of Employment \_\_\_\_\_ Separation Date \_\_\_\_\_

Position Title \_\_\_\_\_

Starting Salary \_\_\_\_\_ Current Salary \_\_\_\_\_

Who was your immediate supervisor? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

Were you terminated while still in your probationary period? If so, what could your agency have done to ensure you successfully met your probationary period resulting in certification?

\_\_\_\_\_

\_\_\_\_\_

Would you want to work here again? Yes \_\_\_\_\_ No \_\_\_\_\_

Explain: \_\_\_\_\_

\_\_\_\_\_

Same Position? Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_

\_\_\_\_\_

Same Supervisor? Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_

\_\_\_\_\_

Do you feel the working conditions were satisfactory?

Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have any suggestions for improving employee morale? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were you satisfied with the pay you received for the work performed and with promotions? Yes \_\_\_\_\_ No \_\_\_\_\_

Explain: \_\_\_\_\_  
\_\_\_\_\_

Did you receive bilingual pay? If so, do you feel it was an appropriate amount? \_\_\_\_\_  
\_\_\_\_\_

Were you satisfied with the supervision and were you trained properly?

Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_  
\_\_\_\_\_

Do you think management adequately recognized employee contributions? If not, what recommendations would you make to improve this?

\_\_\_\_\_  
\_\_\_\_\_

Did you receive any equal employment opportunity / affirmative action orientation? Yes \_\_\_\_\_ No \_\_\_\_\_

Explain: \_\_\_\_\_  
\_\_\_\_\_

During your employment did you request an accommodation based on your disability? Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_  
If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did you personally experience any discrimination while working in your position?

Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_  
\_\_\_\_\_

Are you aware of instances where others have been discriminated against?

Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_  
\_\_\_\_\_



If you have answered "Yes" to the last two questions, have you discussed or given written notice of this discrimination to your supervisor or EEO/AA Officer?

Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_

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Additional comments / concerns: \_\_\_\_\_

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_





